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Manual of Information

RELATIVE TO THE

Philippine Civil Service

WAR DEPARTMENT
BUREAU OF INSULAR AFFAIRS
OCTOBER, 1902.

GUGGENHEIMER, WEIL & CO., PRINTERS, BALTIMORE, MD.

Manual of Informatio

Manual of Information

RELATIVE TO THE

Philippine Civil Service

CONTAINING A COPY OF THE INSTRUCTIONS OF THE PRESIDENT TO THE PHILIPPINE COMMISSION PROVIDING FOR THE ESTABLISHMENT OF A SYSTEM TO SECURE AN EFFICIENT CIVIL SERVICE, AND FOR THE ESTABLISHMENT OF AN EDUCATIONAL SYSTEM; A COPY OF THE PHILIPPINE CIVIL SERVICE ACT AND AMENDMENTS; A COPY OF AN ACT OF THE CONGRESS OF THE UNITED STATES TEMPORARILY TO PROVIDE FOR THE ADMINISTRATION OF THE AFFAIRS OF CIVIL GOVERNMENT IN THE PHILIPPINE ISLANDS APPROVING THE INSTRUCTIONS OF THE PRESIDENT; ALSO ENACTMENTS RELATING TO CONDITIONS OF SERVICE, HOURS OF LABOR, LEAVES OF ABSENCE AND TRANSPORTATION OF EMPLOYEES.

SHOWING THE POSITIONS, CLASSIFIED AND UNCLASSIFIED, IN THE PHILIPPINE CIVIL SERVICE, THE METHODS GOVERNING EXAMINATIONS AND CERTIFICATIONS FOR APPOINTMENT, THE REGULATIONS FOR RATING EXAMINATION PAPERS, AND SPECIMEN EXAMINATION QUESTIONS, AND

A COPY OF AN ACT OF THE PHILIPPINE COMMISSION ESTABLISHING A DEPARTMENT OF PUBLIC INSTRUCTION, WITH A STATEMENT OF THE QUALIFICATIONS REQUIRED FOR APPOINTMENT AS TEACHER AND THE METHOD OF MAKING APPOINTMENT TO THAT POSITION.

WAR DEPARTMENT

BUREAU OF INSULAR AFFAIRS

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INFORMATION.

Under the provisions of the Philippine Civil Service Act, and in accordance with the provisions of an Executive Order of the President, dated December 6, 1900, examinations for the Philippine Civil Service are conducted in the United States under the auspices of the U. S. Civil Service Commission, Washington, D. C., to whom all inquiries for information as to the times and places where such examinations are to be held should be addressed.

The Philippine Civil Service Act provides that preference in appointments shall be given, first, to citizens of the Philippine Islands, and, second, to honorably discharged soldiers, sailors and marines of the United States, and it has been found possible to satisfactorily fill many of the low-grade positions by the appointment of this preferred class resident in the Islands. For this reason it is not contemplated that examinations will be held in the United States for such positions as postoffice clerk, customs inspector, clerk, junior clerk, messenger. The regular scheduled examinations for the Philippine Civil Service to be held in the United States are department assistant, bookkeeper, stenographer and typewriter, and the Spanish language, either alone or in connection with any of the foregoing examinations. Examinations will also be held from time to time in the United States according to the needs of the service for scientific, technical and professional positions and for trades positions in the Philippine government printing office.

MANUAL OF INFORMATION.

Section 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry should be addressed to the Philippine Civil Service Board, Manila. In this connection, however, attention is called to the fact that the Philippine Civil Service Act provides for the holding of examinations for this service in the United States under the auspices of the U. S. Civil Service Commission, Washington, D. C., to whom all correspondence from applicants resident in the United States should be addressed.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States and are, therefore, not subject to examination or certification by this Board. The positions referred to include those under the Adjutant General, Inspector General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Engineer Officer, Ordnance Officer and Signal Officer. The Board does not receive applications for admission to the civil service of the United States. All such applications should be addressed to the United States Civil Service Commission, Washington, D. C.

On September 19th, 1900, the United States Philippine Commission enacted a law known as the "Civil Service Act," providing for the organization of the Philippine Civil Service Board, which is authorized by the act to prepare rules and to formulate examinations for entrance to and promotion in the service covered by the act, the purpose of which is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands."

The term "Unclassified Service" indicates that portion of the Philippine civil service in which vacancies may be filled without examination and certification by the Board.

The term "Classified Service" indicates that portion of the service which is subject to the provisions of the Act and the Rules, and in which vacancies must be filled according to the methods therein prescribed. A vacancy in a position in the classified service may be filled: first, by original appointment through examination and certification by the Board; second, by promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promotion, transfer, or reinstatement, must be filled by competitive examination, while others may be filled by non-competitive examination if in the opinion of the Board a competitive examination is not practicable.

Classified and unclassified positions.

Sec. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service.

Schedule A. All civil positions filled by employees of whatever designation, who are compensated by a fixed salary or otherwise, whose duties are principally clerical, or, in character, other than those required in the positions under schedules B and C, in all offices and departments of the central government of the Philippine Islands, the Provincial Government Service, and in the Municipal service of the city of Manila. The positions and employments included in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by competitive examination.

Schedule B. Positions of Heads of departments and offices of the municipal service of Manila, and professional, technical and scientific positions, including all such employees of whatever designation, whether compensated by a fixed salary or otherwise. The offices and positions in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, or otherwise, as the Board may determine to meet the needs of the service. This schedule includes positions in which vacancies occur less frequently and for which no registers of eligibles are ordinarily maintained. Examinations for these positions are held only when eligibles are needed. It is the practice of the Board to announce such examinations through the newspapers as items of news. The announcement is made at least thirty days before the date of the examination, unless a necessity exists for filling the vacancy in less time, in which case a notice of not more than two or three weeks is sometimes given. No complete list of such positions can be furnished, as it is impossible to predict in what positions vacancies may occur.

Schedule C. Positions of skilled and unskilled laborers. These positions are classified under clause *b*, section 6, of the Civil Service Act. Examinations, if given for these positions, are generally non-educational and non-competitive in character. The applicant, when nominated by the appointing officer, is required wherever practicable, to complete and submit on form 35, evidence of his age, character as a workman, experience, and physical condition, these elements composing the examination. No educational tests or practical questions are commonly given except for certain trades and technical skilled occupations, such as printer, mechanical engineer, electrician, etc. Examinations for these positions are generally competitive. The lower grades of skilled and all positions of unskilled laborer are excepted from the requirements of examination and certification by the Civil Service Board, provided that all English speaking applicants are subject to examination. Watchmen in Class C or below, messengers in Class K at $180 or less per annum, and janitors and teamsters are treated as skilled laborers in that the examination for these positions is non-educational and non-competitive. All applicants for skilled and unskilled laborer positions therefore should

apply to the chief of the bureau in which employment is sought. But every English speaking applicant and, except as herein stated, every Spanish speaking applicant for positions under this schedule is required to carefully complete Form 35, which, together with the nomination for appointment, must be presented to the Board. If applicant is found to be eligible appointment will issue.

Schedule D. The Executive Secretary; the Secretary of the United States Philippine Commission; the Treasurer for the Islands; the Auditor for the Islands; the Collector of Customs for the Philippine Archipelago; the Deputy Collector of Customs for the Philippine Archipelago; the Collector of Internal Revenue for the Islands; the Director of Posts for the Islands; the Assistant Director General of Posts; the Postmaster of Manila; the Assistant Postmaster of Manila; the Chief of the Bureau of Forestry; the Chief of the Bureau of Mines; the Superintendent of Public Instruction; the Chief of the Bureau of Statistics; the members of the Civil Service Board; the Insular Purchasing Agent; the Superintendent of the Insular Cold Storage and Ice Plant; the Chief of the Philippine Constabulary; the Chief of the Bureau of Public Lands; the Chief of the Insular Bureau of Agriculture; the Chief of the Bureau of Coast Guard and Transportation; the Chief of the Bureau of Archives; the Chief of the Bureau of Public Printing. These offices are not at this time subject to any form of examination by the Board, but after October 26, 1902, vacancies occurring in said offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of all the first, second and third assistants in such offices, without regard to the office in which they may be employed. In case there are no assistants in the foregoing offices designated as such by law, the Civil Service Board may, in its discretion, include in such eligible list, by rule, one of the subordinates in such office ranking next to the head thereof. Until that date vacancies in these offices may be filled without regard to the provisions of the Civil Service Act.

Schedule E. The Cashier of the Collector of Customs for the Philippine Archipelago, the Captain of the Port of Manila, the Collector of Customs at Iloilo, and the Collector of Customs of Cebú. These offices are not at this time subject to any form of examination by the Board, but after April 26, 1902, vacancies in these offices shall be filled by promotion by competitive examination. Until that date vacancies in these offices may be filled without regard to the Civil Service Act.

Schedule F. One private secretary for the Civil Governor, and for each member of the United States Philippine Commission, except the President; the Officer in Charge of the Improvement of the Port of Manila; the Chief of the Weather Bureau; the three Assistants and the Secretary of said Bureau; the members of the Board of Health of the Philippine Islands; the Attending Physician and Surgeon of the Philippine Civil Hospital; the Chief of the Bureau of Non-Christian Tribes; the Chief of the Bureau of Architecture; the Superintendent and Directors of Government Laboratories; the members of the Municipal Board of the city of Manila; the Attorney of the city of Manila and his Assistant; the Prosecuting Attorney of the city of Manila and his Assistants; the Attorney-General; the Solicitor-General; the Assistant Attorney-General; the Supervisor of Provincial Fiscals; the Pro-

vincial Fiscals; the Sheriff of the city of Manila and his Deputies. These offices are not subject to any form of examination or certification by the Board.

How to proceed to secure an examination.

Sec. 3. Applicants residing in the Philippine Islands who desire to be examined for this service should apply by letter or in person to the Philippine Civil Service Board, Casa de Intendencia, Manila, or to Provincial boards, for a blank form of application for examination and for the Manual of Information. Each applicant must apply for his own application blank and Manual, as it is contrary to the practice of the Board to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service, should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish the necessary information and hold the examinations for this Board in the United States. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank form of application and a Manual should decide what examination he desires to take. A description of the principal examinations held by this Board will be found in the Manual. Applicants residing in the Philippine Islands may be examined at Manila, Iloilo or Cebú, and, when the exigencies of the service require, at other places.

The form of application furnished by the Board should first be closely read by the applicant and then filled in with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Board. The application, as well as the oath of loyalty, must be subscribed and sworn to before an officer duly authorized to administer oaths or before a member of the Civil Service Board. The oath of loyalty must be executed by all applicants for examination in the Philippine Islands. The vouchers must be filled by reputable persons who are acquainted with the applicant. After the application has been properly completed and executed, it should be forwarded to the Board. If the application is found correct in form, the applicant will be sent a notice of the fact by the Board and informed when and where he may be examined.

Applications for examinations may be obtained from and filed with the Board at any time, but unless received at least three days prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in Iloilo or Cebú to permit of the shipment of papers to those points, they may not be accepted for that examination; but, if properly executed, will be approved, and a notice sent to the applicant for the next examination of the kind to be held at the place selected.

Applicants who claim citizenship in the United States must make oath in their application to their citizenship. In the case of Europeans claiming citizenship, proof of such must be furnished. If naturalized, the certificate of naturalization should accompany the application. A foreign born person who

claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons to prove that to their knowledge his parents were United States citizens at the time of his birth, and that they did not previously, then, or at any subsequent time renounce, or legally declare their intention of renouncing their United States citizenship, and also that the applicant is the reputed child of the person through whom he claims citizenship. A foreign born citizen who was naturalized by the naturalization of his father or his mother, while he was a minor, should furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States should furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen), and evidence of her marriage to hm.

An application from a foreign born person claiming citizenship, but failing to furnish the required proof, will be cancelled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers, showing the facts in the case.

No person will be admitted to examination unless he has filed an application blank with the Board as required.

An applicant who has applied for examination at Manila, Iloilo or Cebú and desires to change the place of his examination from one city to another, may be examined at the place requested by him, if he returns his authority for examination within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one kind of examination, and if an applicant desires to take two or more different kinds he must file an application for each examination.

Information for enlisted men of the United States Army serving in the Philippines.

Sec. 4. Enlisted men of the U. S. Army will be required to file with their applications the consent of the proper military officials to appear for examination, and the applications of such enlisted men should therefore be forwarded to the Adjutant General of the Division accompanied by a request for authority to be examined. In this connection attention is called to the fact that the military authorities will not grant such permission to be examined to enlisted men who have more than three months to serve.

Persons who are debarred from examinations.

Sec. 5. No person will be admitted to an examination:

(*a*) Who is under eighteen years of age.

(*b*) Who is over forty years of age, if he is an applicant for examination for any of the positions included in Schedule A on page 6.

(*c*) Who is not a citizen of the United States or who has not been honorably discharged from the military or naval service of the United States; or who

is not a native of the Philippine Islands, or a person who has, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the Islands.

(*d*) Who fails to take the oath of loyalty required of all applicants for examination in the Philippine Islands and to furnish evidence satisfactory to the Board that he is loyal to the United States of America as the supreme authority in the Islands, or who has taken the oath of allegiance to the United States and violated the same.

(*e*) Who was on the first day of May, 1901, or thereafter has been, in arms against the authority and sovereignty of the United States in the Philippine Islands, or who aided and abetted persons so in arms after said date.

(*f*) Who, upon the physical examination required to be given by a competent physician to all applicants for examination in the United States, is found to be disqualified for efficient service in these Islands.

(*g*) Who uses intoxicating liquors to excess.

(*h*) Who is an officer or an enlisted man in the Army, the Navy or the Marine Corps of the United States, and has not obtained permission from the proper military or naval authority to enter an examination.

(*i*) Who has made a false statement in his application or who has been guilty of deceit or fraud in any manner in connection with an application or examination, or who has been guilty of crime or of infamous or of notoriously disgraceful conduct, which in the opinion of the Board should disqualify him from the service.

(*j*) Who has been dismissed from the service for delinquency or misconduct within one year preceding the date of his application.

(*k* Who has failed to receive absolute appointment at the end of his probationary service to the position for which he again applies within one year from the expiration of the period of his probationary service.

(*l*) Who within six months has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

What applicants should bring to the examination room.

Sec. 6. All applicants in examinations where writing is required, must provide themselves with pens, penholders, erasers, ink and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished by the Board.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables.

Applicants for the bookkeeper, draughtsman or other examinations requiring the use of instruments, must furnish the instruments required.

Each applicant must bring his authority for examination to the examination room and present it to the examiner in charge.

Haste and carelessness in examinations.

Sec. 7. Many competitors fail to pass an examination or fail to obtain a satisfactory grade, not through a lack of knowledge, but principally owing to haste and carelessness in reading and interpreting questions and in writing the answers. With few exceptions, time used by a competitor in completing

a subject is not an element in determining the ratings. While a competitor must finish his examination within the time allowed, he should carefully, thoughtfully and completely answer each question.

The time allowed for each examination is considered sufficient for competitors to complete it by using a reasonable degree of intelligent application in their work, and it cannot be extended in individual cases, as for instance, where a competitor devotes so much time to the work of one subject that he cannot complete the remaining subjects within the prescribed time.

Regulations governing competitors in examinations.

Sec. 8. The following is a copy of the regulations furnished to each competitor at the beginning of an examination:

1. In order that the identity of competitors may not be disclosed until after the examination papers are rated you will be given an examination number which you will write, instead of your name, on each sheet of the examination. Do not sign your name to any sheet in the examination.

2. Unless otherwise stated, you are not limited in time on any sheet, but gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

3. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

4. Read carefully the printed instructions on each sheet before commencing work thereon.

5. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

6. An examination sheet spoiled by you cannot be exchanged for another of the same kind.

7. Perform all work on each examination sheet with ink.

8. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

9. Use no blank paper except that furnished by the examiner in charge and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the marking, but for destruction.

10. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions for the purpose of taking them from the examination room.

11. All conversation or communication between competitors during the examination is strictly prohibited.

12. Do not copy or attempt to copy from the work of any competitor,

or permit any competitor to copy from your work or to read the examination sheets in your possession.

13. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

14. Copies of examination papers or examination questions must be handed in with the answers and must not be taken from the room.

N. B.—A violation by you of the instructions contained in paragraphs 10, 11 and 12, will be deemed sufficient cause for cancelling your papers. You are requested to report to the examiner any irregularity that may come under your notice during the examinations.

Descriptions of examinations.

Sec. 9. Note.—A competitor in any examination in which tests in translating are not included, may also, at his option, be examined in translating from English into Spanish or from Spanish into English. The tests in translation will be similar to those in the translator or the junior-translator examination, as the competitor may elect. In such case, where the tests in translation are also taken by the competitor, the subjects of his regular examination will be given a weight of 70% and the tests in translating a weight of 30% in determining his average percentage. The names of those competitors who take, in addition to their regular examinations, the tests in translating, will, if they make an average percentage of 70% or more in the combined examinations, be placed upon separate registers of eligibles of clerks, bookkeepers, stenographers and typewriters, etc., as the case may be, with translator or junior-translator qualifications. From those registers certifications will be made whenever requisitions for eligibles with such qualifications are made upon the Board by the heads of departments or offices. Failure to pass with an average per cent of 70 or more in translating tests will not affect the standing of a competitor in his regular examination.

Below will be found a description of some of the examinations which will be held by the Board. As an aid to applicants in arriving at a proper understanding of the scope of the different examinations, specimen questions and exercises are given in the following pages. These particular questions and exercises will of course not be used in the examination of applicants, but are intended simply to show the degree of difficulty of the subjects in the different examinations. Each examination comprises tests on several subjects, which are given relative weights according to their importance. The weight of a subject, therefore, represents its value in the whole examination. The method of obtaining the average per cent of a competitor in an examination is as follows: Multiply the per cent obtained in the subject (on the basis of 100 per cent), by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average per cent in the examination. A different method, however, is followed in connection with the Department Assistant Examination, which is explained below.

General examinations.

Sec. 10. There are three grades of general examinations, subjects of which are used as general tests in many examinations: (1), the first grade; (2), the second grade; and (3), the third grade. The first grade is the most difficult and the third grade the least difficult of the three.

First grade examination.

Sec. 11. The time allowed for this examination is six hours. Appointments will probably not be made at more than $1,200 per annum, generally less. This examination will comprise the following subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling	10
2.	Arithmetic	25
3.	Letter writing	20
4.	Penmanship	15
5.	Copying from plain copy	10
6.	Copying from rough draft	10
7.	History and government of the U. S., and geography	10
	Total	100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Asylum: A charitable institution; as, for the deaf, dumb, etc.
2. Philippines: The name of a group of islands.
3. Qualify: To make fit; as, to qualify for office.
4. Competition: The act of competing; as, competition in an examination.
5. Changing: Undergoing a change; as, changing a schedule.
6. Physical: Relating to physics or nature; as, physical geography.
7. Concede: To give up or surrender; as, to concede a point.
8. Collectible: That which may be collected; as, a collectible bill.
9. Minimum: The least quantity.
10. Reference: The act of referring; as, in reference to your letter.
11. Comparative: Estimated by comparison; as, a comparative statement.
12. Aggregate: The sum total; as, the aggregate amount.
13. Forfeit: To surrender; to give up.
14. Circumference: The line that bounds a circle.
15. Judgment: Act or power of judging; as, their judgment was correct.
16. Tonnage: The weight of goods in a vessel.
17. Defendant: A defender; as, the defendant in an action.
18. Citation: Act of citing or quoting.
19. Principle: An element; constituent part; fundamental truth.
20. Civilization: Act of civilizing; state of being civilized.

Arithmetic.—1. (This test is one in adding numbers crosswise and lengthwise.)

2. Divide 478.72 by 25⅗, multiply the quotient by 1,416¾, and from the product subtract 1,789.305.

3. A man who inherited a fortune spent ¼ in 3 months, ⅔ of the remainder in 10 months, when he had only $7,572 left. How much did he inherit?

4. A farmer sent to his commission merchant 96 tons of hemp and instructed him to sell it and invest the proceeds in farm supplies, first deducting commission for selling and buying. He sold the hemp for $77 a ton, and deducted 4% as his commission for selling. He then bought farm supplies, first deducting 5% of the cost of the supplies for his commission. What was the value of the supplies bought?

5. On April 7 a Manila merchant desires to obtain $1,440. For how much must he give his note due September 14, without interest, to obtain the required sum when discounted at a bank at the rate of 9% per annum?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written and the competitor may select either of the two subjects upon which to write a letter of not less than 150 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The Civil Service Act and rules do not give the Board any power of appointment or removal, as this power rests in the heads of departments or offices, subject to the approval of the Civil Governor, under authority of the United States Philippine Commission. Upon requisition of the head of a department or office the Board will certify eligibles for appointment, from which certification the appointing officer makes his selection and appointment. The Civil Service Act requires that appointing officers, in making selections from certifications of eligibles by the Board, shall, when other qualifications are equal, select: first, natives of the Philippine Islands, whenever their names appear on certifications; and, secondly, honorably discharged soldiers, sailors and marines of the United States. The Board, however, may investigate in regard to the illegality of an appointment or removal, under sections 9, 12 and 18 of the Civil Service Act.—(First Report of the Philippine Civil Service Board, p. 12.)

Copying from rough draft.—For explanation and specimen of this exercise see opposite page. The copy of the rough draft is greatly reduced in size, and is, therefore, not so legible as the exercise furnished in the examination.

History and government of the United States, and geography.—

1. Name five American statesmen who died prior to 1850. Name five historical events, each one of which is associated with the name of one of the above statesmen.

2. Explain the veto power of the President of the United States. How may it be defeated?

CLERK EXAMINATION.

Sixth Subject.--Copying from rough draft.

N. B.--Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

Directions to the competitor.--Write on the accompanying blank sheet a smooth copy of the manuscript on this sheet. Make such changes only as are necessary to correct errors in syntax, orthography, punctuation, and capitalization, and to write in full abbreviated words. Paraphrasing and the insertion or omission of words which does not improve the text are not permitted.

Spelling, Syntax, Punct, etc

as well as of promoting mutual understanding and good feelings among Americans and Filipinos

The Commission holds it essential with a view to facilitating the discharge of their official duties that the American members of the regular Philippine Civil Service should be required to learn the language of the people among whom they live and work. [illegible] the acquisition of such knowledge be a condition of all promotions. This requirement should apply to the town and county commissioners. The greater the need of learning their language the more an American has to do with natives. By no other means can the two peoples be brought so speedily together. Of course this recommendation is not inconsistant with another of the Commission that english be taught in the schools of the archipelago to the utmost practicable extent.

if they are not put on a close bought under the provisions of the civil service regulations

3. In what country is each of the following: Vera Cruz, Oporto, Madras, The Bosphorus, Lake Maracaybo?

4. Name: (*a*) the largest southern island of the Philippine group; (*b*) the island on which Iloilo is located; (*c*) a large lake in the island of Luzon; (*d*) two of the principal rivers in the Philippine Islands; (*e*) four of the principal products (cultivated) of the Philippine Islands.

5. Name five states of the United States bordering on the Great Lakes, and the largest city of each state named.

Second grade examination.

Sec. 12. The time allowed for this examination is four hours. The entrance salary is from $300 to $900. This examination will comprise the following subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling	20
2.	Arithmetic	20
3.	Letter writing	20
4.	Penmanship	20
5.	Copying from plain copy	20
	Total	100

The following are specimen questions and tests in this examination:

1. **Spelling.** The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Question: The act of questioning; as, to question a witness.
2. Column: A perpendicular section of a page; as, a newspaper column.
3. Regular: A soldier belonging to a permanent army.
4. Possible: Practicable; not contrary to the nature of things.
5. Precious: Of much value; as, a precious stone.
6. Guardian: One who has the care of an orphan.
7. Entrance: A place for entering; as, an entrance to the city.
8. Separate: Divided from the rest; as, a separate parcel.
9. Official: One invested with an office.
10. Eager: Keenly desirous; as, eager to learn.
11. Patience: The quality of being patient.
12. Position: State of being placed; as, in a bad position.
13. Exceed: To go too far; as, to exceed one's authority.
14. Language: Human speech; as, the English language.
15. Explain: To make plain or clear; as, to explain a problem.
16. Business: Employment; something to be transacted.
17. Receive: To take or accept.
18. Copyist: One who copies.
19. Certify: To give certain information or assurance.
20. Specimen: A pattern or sample.

Arithmetic.—1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004, and from the sum of these numbers subtract 8,641,762.

2. Multiply 794.4 by 450⅗, and divide the product by 49.65.

3. A clerk received a salary of $720 a year. He spent ⅗ of it for board, ¼ of the remainder for clothing, $144 for all other expenses. How much did he save?

4. An open court contains 160 sq. yds. How many stones 9 in. sq. will be required to pave it?

(1296 sq. in.=1 sq. yd.)

5. A Manila grocer imported 1083 pounds of butter at 39 cents a pound, and sold it at $\frac{2}{15}$ more than it cost. What was his net profit if his expenses were $36.47?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select either of the subjects upon which to write his letter of not less than 125 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this exercise.

Make an exact copy of the following:

The hemp tree in the Philippines reaches an average height of ten feet. It is a native plant, the stem of which is enclosed in layers of half round petioles. The hemp fibre is extracted from these petioles which, when cut down, are separated into strips, five to six inches wide, and drawn under a knife attached at one end by a hinge to a block of wood, while the other end is suspended to the extremity of a flexible stick. The bow tends to raise the knife and a cord attached to the same end of the knife, and a treadle is so arranged, that by a movement of the foot, the operator can bring the knife to work on the hemp petiole with the pressure he chooses.

Third grade examination.

Sec. 13. The time allowed for this examination is three hours. Eligibles on this register may be certified to any position in the classified service, below class 1 for which the third grade examination is appropriate. The examination will comprise the following subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling	20
2.	Arithmetic	20
3.	Letter writing	20
4.	Penmanship	20
5.	Copying from plain copy	20
	Total	100

The following are specimen questions and tests in this examination:

1. Spelling. The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Horse: A well known domestic animal.
2. Equal: One of the same rank.
3. People: A nation; those who compose a community.
4. Pledge: Something given as security.
5. Divide: To part; to separate; as, to divide into two parts.
6. Useful: In a useful manner.
7. Salary: A payment for services.
8. Foot: A measure of twelve inches.
9. Every: Each one; as, in every case.
10. Papers: Written or printed documents.
11. Read: The act of reading; as, to read a book.
12. Notify: To make known; as, to notify a friend.
13. Commence: The act of commencing; as, to commence work.
14. Touch: To come in contact with; as, to touch the book.
15. Sign: To mark with characters or one's name; as, to sign a letter.
16. Special: Particular; peculiar; as, in a special manner.
17. Advance: To go forward.
18. Found: Something discovered; as, he found the book.
19. Year: A period of time.
20. Failure: The act of failing; as, it was a complete failure.

Arithmetic.—1. Add the following numbers: 426,985, 718,643, 5,926,718, 2,046, 359,175, 861,722, and 103,141.

2. Divide 25,877,823 by 8,549.

3. Multiply 58,927 by 8,075 and subtract 28,796,747.

4. The driver of a carromata took an average of 16 fares a day at 35 cents a fare. In 30 days his total expenses were $24. How much did he save?

5. In Feb., 1900, 6,739,632 pounds of rice were imported from Spain, China, and the East Indies. 3,726 pounds were imported from Spain and 551,834 pounds from the East Indies. How many pounds were imported from China?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written. The competitor may select either of the two subjects upon which to write a letter of not less than one hundred words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The natives everywhere continue to employ the primitive method of treating rice paddy for domestic and local use. The grain is generally husked by them in a large mortar hewn from a block of molave, or other hard wood, in which it is beaten by a pestle. Sometimes two or three men or women with wooden pestles work at the same mortar. This mortar is termed, in Tagalog dialect, Luzon, the name given to the largest island in the group.

Department assistant examination.

Sec. 14. The time allowed for this examination is two days of seven hours each. The first three subjects will be given on the first day, and the remaining subjects on the second day. The entrance salary will not be less than $1,200 per annum. The examination will comprise the following subjects and weights:

No.	SUBJECTS.	Weights.	Maximum Ratings.
1	Thesis (500 words to be written on one of two topics given)	3	300
2	Correction of rough draft manuscript (250 words)	3	300
3	Mathematics (arithmetic, algebra—including quadratics,—and plane geometry)	3	300
4	History, constitution, government, and geography of the United States	3	300
5	Commerce and industrial resources of the United States	1	100
6	General history and geography	2	200
7	Territorial government and administration	3	300
8	Political economy	1	100
9	Education and experience	1	100
	Total ratings		2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that will be given as a maximum rating on the subject in the examination. Each competitor in the Department Assistant Examination may also take any one or more of the optional subjects mentioned below, The figures opposite each of these optional subjects indicate the additional credit that will be given for a maximum rating on the subject. Three hours will be allowed in the examination on each subject.

Optional examinations.

No.	SUBJECTS.	Weights.	Maximum Ratings.
1	Agriculture	1	100
2	Bookkeeping	1	100
3	Chemistry	1	100
4	Botany	1	100
5	Civil Engineering	1	100
6	Educational Methods	1	100
7	Finance	1	100
8	Forestry	1	100
9	Geology	1	100
10	Law (general)	1	100
11	Law (international)	1	100
12	Law (Spanish)	1	100
13	Laws (mining) of the United States	1	100
14	Laws (land) of the United States	1	100
15	Language (Spanish)	1	100
16	Mineralogy	1	100
17	Municipal Administration	1	100
18	Sanitary Science	1	100
19	Taxation	1	100
20	Theory and Practice of Statistics	1	100
	Total ratings		2,000

The rating of a competitor on each regular or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating indicated opposite the subject for perfect work. It will be observed that the total ratings that may be obtained in the regular examination are 2,000. A competitor will not receive any credit for work done on any optional subject unless his total ratings in the regular examination are 1,400 or more and 70 or more on such subject. The credits received by him in the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to

ERRATA.

Since the preparation of this manual the title of the examination known as "DEPARTMENT ASSISTANT" has been changed to "ASSISTANT."

The subject of "Commerce and industrial resources of the United States" has been eliminated.

The subjects and weights of the "ASSISTANT" examination will hereafter be as follows:

(1) Thesis	4
(2) Correction of rough draft	3
(3) Mathematics	3
(4) Civil government and history of the U. S.	3
(5) General history and geography	2
(6) Colonial government and administration	2
(7) Political economy	1
(8) Education and experience	2
	20

The seventeenth, eighteenth and nineteenth optional subjects have been eliminated and typewriting, stenography and mechanical engineering substituted as optionals.

preferred in promotions to the higher administrative offices unless it should appear that employees who have not passed this examination possess exceptional or technical qualifications, required in the positions to be filled by promotion, which are not possessed by any of those who have entered the service through the examination mentioned. It will thus be seen that through faithfulness, efficiency, and an honest discharge of duties, department assistants have a fair opportunity, as the conditions of the service permit, to be advanced to the highest administrative positions, since vacancies in those positions must under the law be filled by promotion after Oct. 26, 1902.

Make an exact copy of the following:

The natives everywhere continue to employ the primitive method of treating rice paddy for domestic and local use. The grain is generally husked by them in a large mortar hewn from a block of molave, or other hard wood, in which it is beaten by a pestle. Sometimes two or three men or women with wooden pestles work at the same mortar. This mortar is termed, in Tagalog dialect, Luzon, the name given to the largest island in the group.

Department assistant examination.

Sec. 14. The time allowed for this examination is two days of seven hours each. The first three subjects will be given on the first day, and the

5	Civil Engineering	1	100
6	Educational Methods	1	100
7	Finance	1	100
8	Forestry	1	100
9	Geology	1	100
10	Law (general)	1	100
11	Law (international)	1	100
12	Law (Spanish)	1	100
13	Laws (mining) of the United States	1	100
14	Laws (land) of the United States	1	100
15	Language (Spanish)	1	100
16	Mineralogy	1	100
17	Municipal Administration	1	100
18	Sanitary Science	1	100
19	Taxation	1	100
20	Theory and Practice of Statistics	1	100
	Total ratings		2,000

The rating of a competitor on each regular or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating indicated opposite the subject for perfect work. It will be observed that the total ratings that may be obtained in the regular examination are 2,000. A competitor will not receive any credit for work done on any optional subject unless his total ratings in the regular examination are 1,400 or more and 70 or more on such subject. The credits received by him in the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the regular subjects being to enable the Board to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination in the regular and optional subjects combined, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the regular examination. For instance, if a vacancy should occur in the municipal government of Manila, requiring a knowledge of municipal administration, or in the Forestry Bureaus requiring a knowledge of forestry, or in the Bureau of Statistics, requiring a knowledge of statistics, a requisition would probably be made for eligibles who have shown the most proficiency in these subjects, and who have also passed the regular examination.

The object of the Department Assistant Examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated persons who are entitled to be examined under the law. Eligibles thus secured will be appointed as the needs of the service require. After appointment they will be attached to one of the departments or offices and will be assigned to such duty, clerical and otherwise, as may be deemed advisable. Section 20 of the Civil Service Act provides that after 18 months from the date when the Board shall certify that it has a sufficient list of eligibles to fill vacancies in the higher offices, vacancies occurring in those offices shall be filled without examination from a class to be composed of the first, second, and third assistants in such offices, without regard to the office in which the assistants may be employed, the intention of the law being that the appointing power may transfer from one office to another the assistants deemed most competent to fill vacancies.

Those appointed from the Department Assistant Examination will be preferred in promotions to the higher administrative offices unless it should appear that employees who have not passed this examination possess exceptional or technical qualifications, required in the positions to be filled by promotion, which are not possessed by any of those who have entered the service through the examination mentioned. It will thus be seen that through faithfulness, efficiency, and an honest discharge of duties, department assistants have a fair opportunity, as the conditions of the service permit, to be advanced to the highest administrative positions, since vacancies in those positions must under the law be filled by promotion after Oct. 26, 1902.

Bookkeeper examination.

Sec. 15. The time allowed for this examination is nine hours; the entrance salary is $1,200 per annum. The names of competitors who fail on the subject of bookkeeping but obtain an eligible average on the first grade subjects will be entered on the clerk register. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	First grade examination (see sec. 11)	35
2.	Practice of bookkeeping	50
3.	Experience and education	15
	Total	100

The following specimen questions and tests indicate the general character of the second subject:

Practice of bookkeeping.—The first exercise is given a weight of 2 and the second a weight of 1.

FIRST EXERCISE.

Instructions—On the blanks furnished make the necessary journal entries for the transactions given in the memoranda below; keep bank account separate from cash account; make no daybook entries.

February 4, 1899. Marr and Company of Manila began business with the following resources: Store and lot on the Escolta, $12,500; cash in Manila Bank, $4,325, in safe, $940.85; Carter Bros.' note for $940, dated September 15, 1898, due five months after date. Liabilities were as follows: Account in favor of Philippine Commercial Company, $865.30; note in favor of Solana Bros. for $2,320, dated November 20, 1898, due 90 days after date, with interest at 6%, accrued interest, ($28.98.)

February 6. Bought of J. C. Neville merchandise worth $4,275. Gave in payment check for $2,700, balance on account.

February 7. Bought with check 25 shares of stock of Philippine Commercial Company at 45 (par value, $100).

February 10. Sold R. C. Adams merchandise valued at $3,115.38. Received in payment at its present worth our note for $2,320 in favor of Solana Bros. (mentioned in liabilities), present worth $2,351.27, balance on account.

February 11. Drew a sight draft on R. C. Adams for $615 and remitted it to Philippine Commercial Company on account.

February 15. Sold to L. C. Miller 20 shares of Philippine Commercial Company stock at 49 and received his check on Manila Bank for the amount.

February 17. Received of Carter Bros. on account their draft at 30 days' sight on R. C. Adams for $300. Presented the above draft for acceptance and Adams has accepted same, payable at Manila Bank.

February 19. Carter Bros.' note (mentioned in resources) has been protested for non-payment. Protest fee, $2.35.

February 20. Due W. H. McLean $60, for salary for 3 weeks. Paid him ⅔ of the amount in cash.

February 23. Discounted at 7% our note for $2,500, given at 90 days on Manila Bank, and received credit for the proceeds. Discount, $43.15. (Allow no days of grace.)

SECOND EXERCISE.

From the data below make out a balance sheet.

On August 31, 1897, Juan Castueras and Placido Galve, under the firm name of Castueras and Galve, had on hand as per inventory the following: Merchandise, $2,886; real estate, $9,360; stationery, $15. The footings of the accounts in their ledger were as follows:

Debit footings—Juan Castueras (member of firm), $314.01; cash, $3,450.30; Manila Bank, $3,586.80; real estate, $9,000; merchandise, $7,981.07; bills receivable, $3,226.80; bills payable, $1,170.96; expense, $201; interest and discount, $48.93; Demetrio Gomez, $1,080.

Credit footings—Juan Castueras (member of firm), $7,882.93; Placido Galve (member of firm), $9,477; cash, $1,556.74; Manila Bank, $1,077.30; merchandise, $6,587.76; bills receivable, $1,920; bills payable, $1,530.96; interest and discount, $27.18.

Experience and education.—The rating on this subject will be based on the information furnished by the competitor in answer to questions relating to his education and business experience which would tend to qualify him for the position of bookkeeper.

Stenography examination.

Sec. 16. The time allowed for this examination is five and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. The usual entrance salary is $1,200 per annum. The subjects and weights are as follows:

	SUBJECTS.	WEIGHTS.
1.	Arithmetic (first grade, see sec. 11)	5
2.	Penmanship	5
3.	Letter writing (first grade, see sec. 11)	5
4.	Copying from rough draft (first grade, see sec. 11)	10
5.	Stenography	75
	Total	100

The practical test in stenography will consist of two exercises, a letter and a speech, each containing 260 words. The dictations are given to all the competitors together. A preliminary test is given at the rate of 80 words per minute, in order to familiarize the competitors with the examiner's manner of dictation. This preliminary test will not be considered a part of the examination, and should not be transcribed. The regular exercises (a letter and a speech are considered as one exercise) will then be dictated at different rates of speed as follows: 80 words, 100 words, 120 words, and 140 words per minute. A rating of 70% in speed will be given when the dictation is at the rate of 80 words per minute, 80% for 100 words, 90% for 120 words, and 100% for 140 words per minute. The competitors will be permitted to enter the regular tests at as many different rates of speed as they may desire, but they will be required at the conclusion of the tests to select the one which they wish to transcribe and be considered in the rating. Examiners will give competitors sufficient time to make the selections. The test which they select will be the only one which they will be permitted to transcribe, and the notes of all other tests will be taken up by the examiner. These

notes will be forwarded to the Board, together with the other papers of the stenography examination, but will not be considered in the rating. The notes of the exercise transcribed should be attached to sheet 4 when the competitor surrenders that sheet. The notes may be transcribed either in longhand or with the typewriter.

The following dictation exercises indicate the general character of the exercises used in this examination:

Dictation Exercises.—(*a*) The most important of all histories to an American is that of his own country, because it appeals to his patriotism, and in it is found as nowhere else, the story of the progress of the people. During the last fifty years the United States has contributed more than any other nation to the sum of human welfare and advancement, and while it has made the greatest progress in times of peace, it has not hesitated to draw the sword in behalf of justice and right. It is natural for an American to sympathize with any people fighting against oppression. Sympathy for the Cubans was expressed in party platforms, at public meetings, in the press and pulpit, and on the floor of Congress. The American people did not wish to go to war, but they were determined that the horrors in Cuba should cease. The continent was not broad enough for the continuance of two so antagonistic systems face to face, and the whole country knows by heart the story of the war that followed. An attempt at this early date to sum up all the consequences would be presumption, but two at least are already sure. At home in the United States points of compass are blotted out. For Americans there is now neither north nor south nor east nor west. There is only one common country. Abroad the republic has made itself respected and recognized as it never was before. Its potent voice in behalf of humanity and freedom has been heard around the globe.

(*b*) MANILA, December 30, 1900.

Honorable William Atkins,
Omaha, Nebraska.

SIR:

Replying to your letter of the 20th ultimo, I have the honor to state that hemp growing with ample capital is an industry which gives little trouble, and from which large profits are realized in the Philippine Islands. The plant requires at least three years to arrive at the cutting stage, or four years if raised from the seed. A great advantage to the colonist in beginning to grow hemp is the fact that only a partial clearance is required, while newly opened up land is preferable, as on it young plants will sometimes throw up as many as thirty suckers. The great drawback to the person with limited capital is the impossibility of getting any return for his labor or making any profit on his outlay before three years at least. After that period the risk is small, drought being about the only thing to be feared. The largest trees are usually left to shade the plants and young shoots so that only light rooting is absolutely necessary. No plowing is required and there is no special cropping season, as there is in the case of sugar, which, if neglected, results in a total loss of crop. No costly machinery has to be bought and left to the mercy of inexperienced hands, and no live stock need be maintained for field labor. For these reasons you will appreciate that the advantages of hemp cultivation compare favorably with those of any other agricultural pursuit in the islands.

Very respectfully,

Typewriting examination.

Sec. 17. The time allowed for this examination is six hours. The entrance salary ranges from $900 to $1,200. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Arithmetic (first grade, see sec. 11)	5
2.	Penmanship	10
3.	Letter writing (first grade, see sec. 11)	10
4.	Copying from rough draft (first grade, see sec. 11)	15
5.	Tabulating	10
6.	Copying and spacing	20
7.	Writing from dictation	30
	Total	100

The technical subjects of the typewriting examination consist of tabulating, copying and spacing, and writing from dictation, on which accuracy and speed are considered in the ratings. The exercise in copying from rough draft of the first grade examination will be given in this examination and will also be rated on accuracy and speed, the competitor being required to make a smooth copy of the exercise on the typewriter. In these technical sheets accuracy is given a weight of 3 and speed a weight of 2.

The following specimens indicate the general character of the technical exercises, other than the rough draft exercise already referred to in this examination:

Tabulating.—(Preliminary tests will not be permitted, but a rough draft of the table may be made with pencil or pen on scratch paper and copied with the typewriter on the accompanying blank sheet. The time consumed in making the rough draft will be included in the time allowed for the exercise.)

Write the following facts with the typewriter, in tabular form, in five columns, with proper headings (general heading and column headings), without abbreviations. (The figures given below are not considered as abbreviations.) The general heading should be brief and should indicate clearly the facts which are shown in the table, and each column heading should indicate the facts which are given in that column. The table should not exceed 66 spaces in width.

According to the statistics for 1882 of some of the British colonies, British India had an area of 868,314 square miles and a population of 198,790,853. The imports were valued at £68,156,654 and exports 89,098,427 pounds sterling. The imports and exports for the Straits Settlements were valued at 18,676,766 and 17,260,138 pounds sterling, respectively, while the population was but 423,384, and the area 1,472 square miles. Ceylon, with a population of 2,763,984 and an area of 25,365 square miles, exported goods valued at £3,161,262, and received in imports 4,811,451 pounds. Australia covers 3,161,842 square miles, with exports and imports, respectively, 54,572,756 and 64,001,120 pounds, while her population was 2,742,550. The area of Figi was 7,740 square miles, the population 127,095, and the imports and exports, respectively, 434,522 and 345,344 pounds in value. The exports of the Falkland Isles amounted to 101,338 pounds, the population 1,553 in an area of 6,500 square

miles, and the imports were 67,848 pounds. St. Helena had only a population of 5,059 people, but received in imports 63,786 pounds in value, and made exports to the amount of 23,406 pounds, with an area of but 47 square miles. The exports from the British colonies in North America amounted to 20,150,309 pounds, and the imports to the same were 25,599,657 pounds. The area of this district was 3,510,592 square miles, with a population of 3,832,632. The area of Cyprus was 3,595 square miles, the population 186,173, and the imports and exports amounted to 296,868 and 266,210 pounds, respectively, in value. (In this exercise pounds will be understood as pounds sterling.)

Copying and spacing.—The competitor is required to copy an exercise similar to the one shown in reduced size on the opposite sheet, reproducing it in every particular, including punctuation and other marks and preserving all spaces between lines and between words, figures and characters, and the relative positions of the lines on the sheet.

The copy furnished to the competitor is a photo-lithograph of a sheet which has been typewritten and so prepared that it may be reproduced on any style of typewriting machine.

Writing from dictation.—One of the examiners will dictate to each competitor separately, in groups of five or six words at a time, a passage of about 175 words, which the competitor will be required to write with the typewriter. As speed is an important element in this exercise, the examiner will read as rapidly as the competitor may desire and indicate. The examiner will give all the paragraphs and all the punctuations. The sheet will be surrendered immediately after the competitor has finished writing the exercise, no time being allowed for corrections. The following is a specimen exercise in dictation:

In view of the facts above set forth it must be admitted that the average native has never, as yet, had a fair opportunity to show what he can do. He is, at all events, keenly alive to the disadvantages under which he has thus far labored and is strongly desirous of securing better educational advantages. In the opinion of the Commission the present number of primary schools should be increased as rapidly as possible until they meet the needs of the population. The necessary equipment for carrying on primary school work in accordance with modern methods should also be provided. Additional provisions should be made for the proper training of teachers, and their salaries should be placed at such figures as to afford at least a respectable livelihood for those to whom is entrusted the all-important task of educating the youth of the Philippines.

Junior typewriter examination.

Sec. 18. The time allowed for this examination is six hours. The entrance salary varies from $360 to $600 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Arithmetic (second grade, see sec. 12)	10
2.	Penmanship	10
3.	Letter writing (second grade, see sec. 12)	10
4.	Copying from rough draft (first grade, see sec. 11, on typewriter)	15
5.	Copying from plain copy (first grade, see sec. 11, on typewriter)	20
6.	Writing from dictation (on typewriter)	25
7.	*Test in English*	10
	Total	100

PHILIPPINE CIVIL SERVICE---TYPEWRITING EXAMINATION.

Sixth Subject.---Copying and spacing.

Directions:- Make on the accompanying sheet an exact copy of the following exercise, reproducing it accurately in every particular including punctuation and other marks, and following all spaces between lines and between words, figures, and characters, and the relative position of lines on the sheet.

COMMERCE OF THE PHILIPPINE ISLANDS.

Tabulated statement showing the amount and value of manufactured leaf tobacco exported, and the countries to which exported, during the months of September and October, 1899.

Countries.	September.		October.	
	Quantities. (pounds)	Values. (dollars)	Quantities. (pounds)	Values. (dollars)
Unmanufactured-- Leaf tobacco.				
China			77	4
Spain	2,429,189	102,678	1,224,786	60,538
United Kingdom	120,956	6,408	5,042	254
India	58,676	6,094	14,630	1,580
Japan	1,030	102		
Australia	536	90		
France			45,417	2,398
Total	2,610,387	115,372	1,289,952	64,774

Note.-- The seed of the tobacco plant was among the many novelties introduced into the Philippines from Mexico by Spanish missionaries, soon after the possession of the colony by the Spaniards was an established fact.

During the first two centuries of Spanish dominion, but little direct attention was paid to the tobacco question by the Government, which only nominally held, but did not assert, the exclusive right of traffic in this article. At length, in the year 1781, during the Governor-Generalship of Jose Basco y Vargas (a naval officer), the cultivation and sale of tobacco was formally decreed a State monopoly, which lasted up to the end of the year 1882. In the meantime it became an important item of public revenue. In 1882, the profits on the tobacco monopoly amounted to half the colony's budget expenditure.

A few years before that date, a foreign company offered to guarantee the budget (then about $15,000,000), in exchange for the tobacco monopoly, but the proposal was not entertained, although in the same year the treasury deficit amounted to $2,000,000.

opp. p. 20.

The test in English consists of the translation of easy sentences from Spanish into English, and of interpreting from English into Spanish.

Stenography and typewriting (combined) examination.

Sec. 19. The time allowed for this examination is seven and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. The usual entrance salary is $1,200 per annum.

The following are the subjects:

SUBJECTS.

1. Arithmetic (first grade, see sec. 11).
2. Penmanship.
3. Letter writing (first grade, see sec. 11).
4. Tabulating (see sec. 17).
5. Copying from rough draft (see sec. 11).
6. Copying and spacing (see sec. 17).
7. Writing from dictation (see sec. 17).
8. Stenography, dictations and transcriptions (see sec. 16).

The subjects of arithmetic, letter writing, penmanship, and copying from rough draft will be required to be taken only once at the same time and place in connection with the examination for stenography and typewriting combined.

If a competitor passes in both stenography and typewriting, his name will be entered upon both registers. In addition to this, the averages in the two examinations will be combined, a weight of 2 being given to stenography and a weight of 1 to typewriting, and with the average percentage thus obtained his name will be entered upon the combined stenography and typewriting register. If he passes in only one of the examinations, his name will be entered upon the register for the examination which he passes.

Translator examinations.

Sec. 20. There are two grades of examinations for translator positions: (1), a translator examination, and (2), a junior translator examination. The entrance salary for these positions will vary according to the vacancy to be filled and the ability of the appointees.

Sec. 21. Translator examination.—The first six subjects of the first grade examination form a part of the translator examination, with a weight of 30%, while the tests in translating are weighted 70%. These tests are divided into two parts of equal weight, the first part consisting of two short exercises to be translated from English into Spanish, and the second part of two similar exercises to be translated from Spanish into English. The translations must be made without the aid of a dictionary and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. The time allowed for this examination is seven hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (first grade, see sec. 11)	5
2.	Arithmetic (first grade, see sec. 11)	5
3.	Letter writing (first grade, see sec. 11)	5
4.	Penmanship	5
5.	Copying from plain copy (first grade, see sec. 11)	5
6.	Copying from rough draft (first grade, see sec. 11)	5
7.	Translation from English into Spanish	35
8.	Translation from Spanish into English	35
	Total	100

The following selections indicate the general character of the translator examination.

Make a close translation of the following into idiomatic Spanish:

(*a*) Although the Chinese have introduced telegraphs to a considerable extent throughout a great portion of the empire, they still cling affectionately to their postal system, which remains much the same as it was hundreds of years ago. The government employs runners on foot or couriers on horseback, who are stationed at intervals on the roads leading to the various provinces. Each man takes the missive, or whatever it may be, to the next station, where another messenger is waiting to take it on the next stage, and so on. By this means enormous distances are covered in an incredibly short space of time. Marco Polo relates that dispatches are received in this way within twenty-four hours from places which it would take an ordinary traveller ten days to reach. If the Chinese wished to have a properly organized postal service, they could easily establish one.

(*b*) HYATTSVILLE, MD., September 14, 1900.

Honorable William H. Taft,
President U. S. Philippine Commission,
Manila.

SIR:

I have observed from press notices that your Commission intends to give the Filipinos the best educational facilities, and that with this object in view you desire to secure competent teachers from the United States. In this connection I beg to state that I have had three years' experience in teaching in the primary and intermediate grades with uniform success, and if you have not already secured a sufficient number of teachers I will thank you to consider my name, since I am confident that as a result of my past experience I can render satisfactory service in the Philippines. Your attention is invited to the accompanying statements and recommendations from prominent educators in regard to my ability as a teacher.

Hoping to receive a favorable reply at an early date, I remain,

Very respectfully,

Make a close translation of the following into idiomatic English:

(*a*) Ocuparon estas islas los chinos cuando sojuzgaron todo aquel oriente; después los javos y malayos, últimamente los persas y árabes, los cuales por medio del comercio introdujeron la superstición de Mahoma entre la adoración de sus dioses, de los cuales se preciaron algunas familias como de progenitores.

Sus leyes son bárbaras. No ponen número á los matrimonios: la esposa superior del rey, llamada Putriz en su lengua, da nobleza y derecho á la sucesión. En ella son preferidos sus hijos, aunque de menor edad que los de otras madres. El hurto no por mínimo se perdona; el adulterio fácilmente. Cuando apunta el alba, ministros de este oficio tocan en los poblados, por ley, panderos grandes por las calles para despertar los lechos conyugales, que por la propagación humana los miran dignos de cuidado político. La mayor parte de los delitos se castigan con muerte: en lo demás obedecen á la tiranía ó arbitrio del vencedor.

(*b*) HABANA, CUBA, 6 de Junio de 1900.

La Comisión de los E. U. de Filipinas,
Manila.

SRES:

Entiendo que los recursos con que cuenta Filipinas no están grandemente desarrollados y deseo hacer esas islas mi futura residencia si hay la seguridad de que ofrezca un porvenir regular á un hombre profesional, enérgico, con completo conocimiento del inglés y español, y un capital de unos miles de pesos. Soy un Ingeniero Civil de profesion, habiendo terminado la carrera en 1894, en la Universidad de Cornell; durante los dos últimos años, he tenido experiencia práctica en construcciones de caminos, en Cuba. Tengo también conocimiento de ingeniería eléctrica y estoy familiarizado con las últimas aplicaciones de electricidad en Tranvías, pudiendo sin dificultad alguna, inspeccionar la instalación de un sistema eléctrico en cualquiera población de las islas. Declaro que el clima tropical me siente bien, y les agradeceré á Vds. me avisen si en su parecer, una persona de mis condiciones, puede tener oportunidad de colocarse en Filipinas.

De Vds. muy respetuosamente,
E. T. KIRKWOOD.

Sec. 22. Junior translator examination.—This consists of the subjects of the second grade examination with a weight of 30% and tests in translating with a weight of 70%. The translation tests in this examination are less difficult than in the examination for translator. They consist of two short exercises of about 100 words each to be translated from English into Spanish and exercises of the same length to be translated from Spanish into English. The translations must be made without the aid of a dictionary, and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. The time allowed for this examination is six hours.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Spelling (second grade, see sec. 12)	5
Arithmetic (second grade, see sec. 12)	5
Letter writing (second grade, see sec. 12)	10
Penmanship	5
Copying from plain copy (second grade, see sec. 12)	5
Translating from English to Spanish	35
Translating from Spanish to English	35
Total	100

The following selections indicate the general character of the tests in translation in this examination:

Make a close translation of the following into idiomatic Spanish:

(*a*) This gentleman has been waiting here some time to see the chief. He says he has come to make inquiry in regard to the papers which he sent to this office a few days ago. Some of the papers he wishes to withdraw as he has since found that they should have been forwarded to another office. When he called at the office of the Collector he was told to come here, where he would get the information that he desired. I think the papers to which he refers are those in that large envelope on the desk of Mr. Brown.

(*b*) HONOLULU, H. I., September 29, 1900.

Civil Service Board,
Manila.

GENTLEMEN:

Please let me know when you will hold an examination for clerk in the city of Manila. My home is in that city and I can leave here about December 1st, or will stay until January, if I can arrive in Manila in time for the examination. If you have any pamphlet or other printed information that will give me an idea of the character of the examination, I would be pleased if you would send me a copy so that I may prepare myself as much as possible before I get to Manila, which will probably be in February

Very respectfully,
WILLIAM WILSON

Make a close translation of the following into idiomatic English:

(*a*) La paz y la quietud cuelgan de pocas leyes bien gobernadas; y de los muchos intérpretes, la guerra y la confusión.

Está ya tan alterada la policía humana, que en muchas partes del mundo los tenidos por sabios se gobiernan como bárbaros, y los bárbaros como sabios.

Si el deseo de acrecentar estado no turbase el buen gobierno, en todo el mundo habría paz y justicia.

Los ministros de justicia duermen descansadamente sobre los males ajenos, y á la sombra de los suyos propios despiertan y dan gritos.

No basta que tengan los reyes la suprema autoridad, que también han de tener la suprema inteligencia de las cosas, para saber acrisolar las resoluciones de sus consejeros.

La buena razón de Estado es aquella que basta á mantener los reinos en paz y á difundirlos en guerra justa.

DAGUPAN, 1.° de Diciembre de 1900.

La Junta del Servicio Civil de Filipinas,
Manila.

MUY SRES. MIOS:

Sírvanse mandarme un ejemplar de sus reglamentos y cualquiera información que Vds. tengan sobre la época y el lugar en que se han de celebrar sus exámenes. Quisiera examinarme para un puesto de mandatario si no es muy difícil. He tenido esta ocupación en Manila por algunos meses, y mis amos me habían dicho que mis trabajos eran muy satisfactorios. Si hay algunos puestos de esa clase vacantes en la actualidad, sírvanse decírmelo, puesto que quiero vivir en Manila donde podré ir á la escuela por las noches.

Muy respetuosamente.

Interpreter examinations.

Sec. 23. There are two grades of examinations for interpreters: (1), an interpreter examination, and (2), a junior interpreter examination. The entrance salary for these positions will vary according to the vacancy to be filled and the ability of the appointees.

The subjects and weights of the interpreter examination are the same as those for translator (see sec. 21) except that the seventh subject will consist

in interpreting from English into Spanish, and the eighth, in interpreting from Spanish into English. The time allowed for the whole examination is six hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 300 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English.

The subjects and weights of the junior interpreter examination are the same as those for junior translator (see Sec. 22) except that the sixth subject will consist in interpreting from English into Spanish, and the seventh, in interpreting from Spanish into English. The time allowed for the whole examination is five hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 200 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. The interpreting tests in the junior interpreter examination will be less difficult than in the interpreter examination.

Clerk of court.

Sec. 24. This examination will be given in either English or Spanish as applicants elect, but applicants should possess a knowledge of both the Spanish and English languages. The time allowed is two days of six hours each. The salary is $1,200 per annum, except in cases where a greater or a less salary is specially prescribed by law.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
First grade examination (see sec. 11)	50
Practical questions on the subjects defined in several chapters of the new Code of Civil Procedure relating to the duties of clerk, and definitions of a few of the most ordinary legal phrases and terms	30
Tests in interpreting or translating	20
Total	100

Draftsman examination.

Sec. 25. Examinations for draftsmen for original and constructive work, whether mechanical, architectural, or topographical, will be given only when the needs of the service require. If competent draftsmen are not obtainable in the Philippine Islands, such positions will be filled through the United States Civil Service Commission. The entrance salary is from $1,200 to $1,600 per annum.

Junior Draftsman examination.

Sec. 26. The time allowed for this examination is two days of six hours each. The usual entrance salary is $300 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Letter writing (second grade, see sec. 12)	10
2.	Penmanship	10
3.	Drafting	60
4.	Experience and training	20
	Total	100

This examination is a general one from which eligibles may be obtained for certification to fill vacancies in the several bureaus of the Philippine Civil Service; therefore, applicants should state the kind of drafting with which they are familiar, whether mechanical, or architectural, such as drawing and designing, or topographical, such as map and chart work. This information will determine the character of the examination for each applicant in the third subject, namely, drafting. Training and experience are rated on the evidence contained in form 2.

Civil engineer examination.

Sec. 27. This examination will be held only when the needs of the service require. If eligibles are not obtainable in these Islands a request for competent persons to fill vacancies will be made of the United States Civil Service Commission. The entrance salary is from $1,200 to $1,800 per annum.

Examinations for mechanical engineers, electricians, superintendents, inspectors, etc.

Sec. 28. Examinations will be held for these and similar positions, the performance of the duties of which requires considerable skill, special training, and—in many cases—executive capacity. The salaries range from $300 to $1,800 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Second or third grade examination (see secs. 12 and 13).....	25
2.	Appropriate practical questions.....	50
3.	Experience and training.....	25
	Total.....	100

The practical questions vary according to the class and character of each of the several positions and are adapted to the duties required to be performed in each. The rating for the third subject is determined on the evidence of experience and fitness shown on forms 2 and 35, which must be completed and filed as the application for examination.

Post office clerk examination.

Sec. 29. This examination will be limited to six hours. The entrance salary is $900 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (second grade, see sec. 12).....	10
2.	Arithmetic (second grade, see sec. 12).....	10
3.	Letter writing (second grade, see sec. 12).....	10
4.	Penmanship.....	10
5.	Copying from plain copy (second grade, see sec. 12).....	10
6.	Geography.....	20
7.	Local delivery.....	10
8.	Reading addresses.....	20
	Total.....	100

The following specimen questions and tests indicate the scope and general character of the sixth, seventh, and eighth subjects of this examination:

Sixth Subject, Geography.—The questions under this head will relate to the location of states, prominent cities, etc., in the United States, Philippine Islands, and foreign countries, especially along the Asiatic coast.

Seventh Subject, Local Delivery.—The questions under this head will relate to the location of buildings, streets, plazas, etc., in the city of Manila.

Eighth Subject, Reading Addresses.—This test will consist of the reading of twenty-five cards, on each of which are written a name and an address, one-half of them being written in Spanish and the remainder in English. As soon as convenient during the day of the examination, each competitor will be taken aside for this exercise. If the reading is completed in one and one-half minutes, the competitor will receive 100 for speed, and a proportionate deduction will be made for time consumed in excess of one and one-half minutes, as shown in the rules for rating the exercise in reading addresses, which will be found on page 50 of this Manual. If the reading is not completed at the expiration of five minutes the competitor will be stopped and a proportionate deduction will be made for each card not read. Speed and accuracy have equal weight in determining the rating on this exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and read the second time, the second reading will be ignored and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner. The sheet containing the addresses in printed form for the examiner's guide in rating this exercise must not be handled by the competitor. No sample cards can be furnished applicants.

Letter carrier examination.

Sec. 30. The time allowed for the examination is five hours. The salary of unmounted carriers will be $420 per annum and of mounted carriers $600 per annum. All the carriers will be required to provide at their own expense a uniform which will be prescribed by the Director General of Posts. The mounted carriers will be required to provide their own conveyances. Carriers will be required to keep their uniforms and conveyances in good condition, subject to the inspection and approval of the Director General of Posts. The work of the carriers will be to collect and deliver mail in the various sections of the city at stated intervals each day. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (second grade, see sec. 12)	10
2.	Arithmetic (second grade, see sec. 12)	10
3.	Penmanship	15
4.	Copying from plain copy (second grade, see sec. 12)	10
5.	Local delivery	20
6.	Reading addresses	20
7.	Slight test in English	15
	Total	100

The questions under the head of local delivery will relate to the location of streets, buildings, etc., in Manila.

The test in reading addresses will consist of twenty-five addresses, fifteen of which will be in Spanish and ten in English.

Examination for weather observers.

Sec. 31. The time allowed for this examination is seven hours.

The stations throughout the Archipelago are classified according to importance. The positions of the first class are filled by chief observers with a salary of $600 per annum, the second class stations by observers at $300 per annum. Vacancies occurring in the higher positions of observers are filled according to merit by promotion from the lower positions. The following are the subjects and weights:

FIRST CLASS.

	SUBJECTS.	WEIGHTS.
1.	Spelling (second grade, see sec. 12)	4
2.	Arithmetic (second grade, see sec. 12)	10
3.	Letter writing (second grade, see sec. 12)	10
4.	Penmanship	3
5.	Plain copy (second grade, see sec. 12)	3
6.	Theory of Meteorology	21
7.	Practice of Meteorology	27
8.	Theory of Seismology	7
9.	Practice of Seismology	6
10.	Algebra	3
11.	Geography of the Philippines	6
	Total	100

SECOND CLASS.

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	4
2.	Arithmetic (third grade, see sec. 13)	10
3.	Letter writing (third grade, see sec. 13)	10
4.	Penmanship	3
5.	Plain copy (third grade, see sec. 13)	3
6.	Theory of Meteorology	24
7.	Practice of Meteorology	30
8.	Theory of Seismology	7
9.	Geography of the Philippines	9
	Total	100

No specimen questions of subjects other than the grade subjects are given.

Examination for medical inspector, physician, etc.

Sec. 32. The time allowed for this examination is two days of seven hours each, the first four subjects being given on the first day and the remaining subjects on the second day except that of experience and training which is rated on the evidence of experience and education submitted by the applicant with his application paper. The entrance salary is $2.000 per annum.

Applicants for this position must be graduates of reputable medical colleges. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Letter writing	5
2.	Anatomy and Physiology	10
3.	Surgery and Surgical Pathology	10
4.	Chemistry, Materia Medica and Therapeutics	10
5.	Bacteriology and Hygiene	20
6.	General Pathology and Theory and Practice of Medicine	25
7.	Obstetrics and Gynecology	10
8.	Experience and Training	10
	Total	100

The following specimen questions indicate the scope and general character of the subjects of this examination:

Letter writing.

Write a letter of not less than 150 words addressed to the "Philippine Civil Service Board, Manila, P. I." on the following subject:

Practical sanitation applicable to habitations of the lower classes in the Philippine Islands.

This exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Anatomy and physiology.

1. Give the origin, insertion, action, and innervation of the biceps muscle of the arm.
2. Name the muscles that are instrumental in the movements of the eyeball, and give the origin, insertion, and innervation of each.
3. Describe the ankle-joint.
4. Give the anatomy of inguinal hernia.
5. Name all the branches of the aorta above the diaphragm.
6. What fermentations does the urine undergo after being voided?
7. What is the glycogenic function of the liver?
8. What is the difference between fermentation and putrefaction?
9. Enumerate the phosphates ingested and eliminated and show their importance in the animal economy.
10. Give one function of each of the following organs: semi-circular canals, iris, pancreas, cerebellum, spleen.

Surgery and surgical pathology.

1. Describe the various forms of conjunctivitis and give the treatment for each form.
2. Describe the means and methods of producing anaesthesia, both local and general.
3. State five complications that may follow abdominal section, and give the treatment of each.
4. Describe the treatment for varicose veins of the leg.

5. Differentiate anatomically between the following forms of inguinal hernia: Oblique, direct, complete, and incomplete.

6. Name the different forms, and give the etiology and treatment, of peritonitis.

7. Give the etiology and treatment of chronic cystitis in the male.

8. Give a diagnosis between prostatitis and cystitis.

9. Describe the different surgical operations for the relief of stricture of the urethra.

10. Describe the changes that occur in inflammation.

Chemistry, materia medica, and therapeutics.

1. Give two methods of preparing chlorine.

2. What is formaldehyde? State how it is prepared and how used.

3. Give the product and uses of sulphur burned in air. Explain the bleaching property of sulphur.

4. What is glycerin? Give its chemical properties. How is it obtained?

5. Name five of the preparations of iron and give the medicinal uses and dose of each.

6. Give the physiologic actions and the therapeutic uses of the simple bitters. How do they differ from the aromatic bitters?

7. Give the physiologic action, medicinal uses and preparations, with doses, of belladonna.

8. Describe serum therapy. Illustrate its use.

9. What is meant by cholagogue, demulcent, mydriatic, oxytocic, and anthelmintic? Name a drug as an illustration of each class and give the dose of each one mentioned.

10. What is the usual composition of baking powders? How are they adulterated? What is their mode of action?

Bacteriology and hygiene.

1. Describe the micro-organism either of bubonic plague or of malaria.

2. Describe the pathogenic organism which produces typhoid fever.

3. Give a classification of bacteria and name an organism illustrating each class.

4. Of the pathogenic micro-organisms name two of the most important animal parasites and the disease produced by each.

5. Name four diseases transmissible from domesticated animals to man and give the pathogenesis of any one of them.

6. What is the best method of disinfecting (*a*) water closets, (*b*) a house, (*c*) the clothing of persons who have infectious diseases?

7. State the method by which the occurrence of lead in water is demonstrated.

8. What steps should be taken to render polluted water harmless?

9. How would you treat a corpse dead from an acute infectious or contagious disease? How would you disinfect a house in which had occurred bubonic plague?

10. In the absence of a system of sewerage and of a modern system of water supply what are the best methods for the disposal of excreta and for securing a supply of pure water?

Theory and practice of medicine and general pathology.

1. Describe amoebic dysentery and outline appropriate treatment.

2. Give the pathology, differential diagnosis and treatment of bubonic plague.

3. Give the physical signs of acute pleurisy (*a*) before effusion, and (*b*) after effusion.

4. Describe beri-beri, giving symptoms, pathology, diagnosis, prognosis, and treatment.

5. Give the diagnosis and indications for treatment of a case of membranous croup.

6. Give a differential diagnosis between gout, chronic articular rheumatism, and rheumatoid arthritis.

7. Give the etiology, diagnosis, and sequelae of Asiatic cholera.

8. Define hematemesis, hemoptysis, melena, hemophilia, and epistaxis.

9. Give the symptoms preceding the eruption of (*a*) scarlatina (*b*) of rubeola and name the sequelae of each.

10. Give the characteristics of each of the following: lithemia, chlorosis, leuco-cythemia, and Addison's disease.

Obstetrics and gynecology.

1. How are phthisis and organic heart lesions modified by pregnancy?

2. A woman having missed two successive periodic functions (menstruation) suspects pregnancy as the cause; state the method or methods by which one would arrive at a positive diagnosis.

3. What is the principal danger to the child during labor in a breech presentation, and what should be done to reduce the danger to a minimum?

4. If the presenting part in a labor case is the shoulder, what should be done to render delivery possible and how should it be done?

5. What are the indications for the use of forceps in a labor case? What two general classes of forceps are used?

6. What are the symptoms of uterine fibromata?

7. How should hypertrophy of the cervix uteri be treated?

8. What means are employed for the correction of displacements of the uterus?

9. Enumerate the sequelae which frequently follow abortion.

10. Describe in detail the operation for the removal of an ovarian tumor.

Municipal physician and hospital (or house) physician.

Sec. 33. The time allowed for the examination is two days of five hours each, the first four subjects being given on the first day. The salary of municipal physician is $750 per annum, and the salary of hospital physician is $900 per annum. The subjects and weights of the examination for these positions are the same as those for medical inspector, but the examination is less rigid and the questions and tests are fewer in number and simpler in character than those for the office of medical inspector.

Examination for veterinarian.

Sec. 34. The time allowed for this examination is seven hours. The entrance salary is from $1,400 to $1,600 per annum. The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Letter writing	10
Veterinary Anatomy and Physiology	20
Veterinary Pathology	20
Veterinary Practice	40
Experience and Training	10
Total	100

No specimen questions can be given at this time.

Wherever the duties of the position are principally those of veterinary inspector, the examination will be the same as that given for veterinarian except that questions on meat and animal inspection will be included under the subject of veterinary practice.

The subject of experience and training is rated on the evidence submitted by the applicant with his application paper.

Pharmacist examination.

Sec. 35. The time allowed for the examination is two days of six hours each. The entrance salary is $600 per annum. The examination comprises the following subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Second grade examination (see sec. 12)	25
2.	Pharmacy and Chemistry	30
3.	Materia Medica	20
4.	Experience and Training	25
	Total	100

The following are specimen questions and tests in this examination:

Pharmacy and chemistry.

1. Give the formula and method of making paregoric. How much opium is in 100 parts of this tincture?

2. What are pills? Of what two parts does a pill mass usually consist? What are the essential requirements of a pill mass and what are the ordinary excipients used? Describe the process for making pills of phosphorus.

3. In the metric system? What is the unit of volume of weight? How is each obtained? Express the weight of 1 litre of official alcohol according to the metric system.

4. What is the ordinary best base for suppositories? How are gelatine suppositories made; rolled suppositories; moulded suppositories?

5. What is the per cent. of alcohol usually present in malt liquors, light wines, port or sherry, whisky, and brandy?

6. What are ointments? In what different ways are they made? What care should be exercised in the making and dispensing of ointments?

7. Describe the chemical change that takes place in the preparation of syrup of iodide of iron. Why should this syrup be exposed to the action of light?

8. Give the names and formulae of the different oxides of nitrogen. Which of these is "laughing gas?" Which takes an important part in the manufacture of H_2SO_4? Describe its action in this process.

9. What is an alkali? Give an example.

10. What is meant by each of the following symbols: Na, Ca, P, N, Hg, C, As, Sb, S, K?

Materia medica.

1. From what is lard obtained? How is it prepared? What processes are used for its purification? Describe its odor, taste, solubility, etc. Of what does it consist? What are its uses in medicine?

2. What is the official title of cod-liver oil? How is it obtained? What are its constituents and medicinal properties?

3. What is meant by each of the following signs or abbreviations: Gm., c. c., O., Sig., ℥ ss., Ft., coch., Oi., aq. bull., and gtt.?

4. What is Dover's powder? What are its medicinal uses and dose?

5. Give the names of five vegetable cathartics; of five diuretics. Give the dose of each one named.

6. Name five drugs used as emetics. Give the dose of each necessary to produce emesis.

7. Name the appropriate antidotes in poisoning by each of the following: opium, aconite, phosphorus, arsenic.

8. Name five alkaloids that are official, giving origin, uses, and dose of each.

9. Name five of the official preparations of bismuth and give the therapeutic uses and doses of each.

10. What is amyl nitrite? What are its general physical characteristics and in what conditions is it a valuable therapeutic agent?

Dispensing clerk examination.

Sec. 36. The position of dispensing clerk will be filled by certification from the pharmacist register of eligibles. The entrance salary ranges from $900 to $1,200 per annum, with quarters.

Assistant pharmacist examination.

Sec. 37. The time allowed for the examination is two days of five hours each. The usual entrance salary for this position is $300 to $360 per annum.

The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see sec. 13)	25
2.	Pharmacy and Chemistry	30
3.	Materia Medica	20
4.	Experience and Training	25
	Total	100

The questions in Pharmacy, Chemistry, and Materia Medica will be simpler in character than those in the Pharmacist examination.

Ranger examination.

Sec. 38. The time allowed for this examination is five hours. The usual entrance salary is $300 per annum.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Spelling (second grade, see section 12)	10
Arithmetic	30
Letter writing (second grade, see section 12)	15
Penmanship	15
Copying from plain copy (second grade, see section 12)	10
Experience and Training	20
Total	100

The examination in Arithmetic will include tests in the metric system of measurements and in computing the cubical contents of timber, round and square.

The position of Assistant Forester, at a salary of $600 per annum, may be filled by promotion from the position of ranger.

Examination for the public printing service.

Sec. 39. Examinations for positions in the public printing service will consist in part of an educational test. Credit will also be given for experience and training. Each applicant wll be required to complete and file with the Board form of application No. 35, on which the element of experience and training will be rated. This form should be carefully and fully filled out by all applicants. The pay for the different positions in this service will be from about $1 to about $5 per diem, varying according to the character of the work and the skill and capacity of the workman.

Compositor examination.

Sec. 40. The time allowed for this examination is seven hours. The same examination will be given for both the book and newspaper branch and the job-printing branch of this grade, with the exception that applicants for the job-printing branch will be examined on the subject, "arrangement of work for job-printing," and in determining the marks for this subject, if the mark on the subject of "arrangement of work for job-printing," added to the mark on the subject "rough draft" and the sum divided by 2, is greater than the mark on "rough draft" alone, the average mark will be the credit given; otherwise the mark on the subject "rough draft" alone will be the credit to be given, but the exercises in the arrangement of work for job-printers will accompany the examination papers as an exhibit to show the applicant's proficiency in that subject.

The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (first grade, see sec. 11)	5
2.	Arithmetic (second grade, see sec. 12)	5
3.	Letter writing (second grade, see sec. 12)	5
4.	Penmanship	5
5.	Copying from plain copy (second grade, see sec. 12)	5
6.	Abbreviations	5
7.	Correcting proof	15
8.	Tabulating	10
9.	Copying from rough draft (first grade, see sec. 12) / Practical questions in job-printing (optional for job-printers only)	20
	Experience and training (rated on form No. 35)	25
	Total	100

The following questions and tests indicate the general character of the sixth, seventh, eighth, and ninth subjects:

Abbreviations.

(*a*) Write in full the word or words represented by the following signs and abbreviations: Ala.; cwt.; bro.; hhd.; mme.; pp.; rt. hon.; viz.; ry.; maj.

(*b*) Write the proper abbreviation or sign for each of the following; January; colonel; balance; agent; railway; longitude; debtor; document; cavalry; article:

Correcting proof.

For this exercise the competitor is given a photolithographic sheet of proof on which corrections have been noted by the proofreader, and he is required to explain in writing the corrections indicated by the proofreader on the printed proof sheet. The exercise is designed chiefly to test the competitor's ability to follow the instructions of the proofreader and to interpret his marks. The corrections to be made are indicated in the same manner as in ordinary proof in a printing office. For convenience each word or group of words to be corrected is numbered on the sheet, and the competitor, in making the correction, writes the number of the word to be corrected, stating opposite it what correction is required—that is, what letter or letters are to be inserted, omitted, etc., or what other changes are indicated by the marks of the proofreader.

Tabulating.

Arrange and copy the matter in the paragraph below in a 5-column table, with appropriate general head and box heads. The table should be 30 ems nonpareil wide, the rules 4 to nonpareil, with en periods and commas. Each figure column to bear off from the rules an en quad on the right and an em on the left. Give the cast of each column in the table. [In marking this exercise form and cast will be weighted equally.]

Below is given the population of certain States of the United States, as shown by the census reports of 1860, 1870, 1880 and 1890: The population of Alabama was 964,201 in 1860, 996,992 in 1870, 1,262,595 in 1880, and 1,513,017 in 1890; the population of Arkansas for the same four years, respectively, was 435,450, 484,471, 802,525, 1,128,179; California, 379,994, 560,247, 864,694, 1,208,130; Colorado, 34,277, 39,864, 194,327, 419,198; Connecticut, 460,147, 537,454, 622,700, 746,258; Delaware, 112,216, 125,015, 146,608, 168,493.

Arrangement of title-page—for job printers only.

To the competitor.—Copy on the lines at the top of the accompanying sheet the paragraph below, properly capitalizing and punctuating it for a title-page. The size of the *paper* upon which the title-page is to be printed is 5 inches wide and 7½ inches long. Rule off a space the exact size of the paper, as indicated above. Then mark off the matter into lines, indicating the word or words to go in each by drawing a perpendicular line between the words, thus |, and instead of giving *size* and *style* of type to be used, draw a box ⌐——¬, indicating *size* of type and *length* of line by *width* and *length* of box. Place in each box in figures the *numbers* of the words to be inserted therein, but do not write the words themselves. No transposition of the matter will be allowed. See illustration below.

Exercise.

united states civil service commission. rules for marking examination papers together with notes on the rules and regulations for the central board of examiners. approved by the commission october 17 1895 washington government printing office 1895

(This illustration is to act as a guide for competitors in carrying out above instructions.)

1 2 3 4 5 6 7 8 9 10 11
the vision or hell purgatory and paradise of dante alighieri translated
12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
by the rev h f cary a m new york: thomas y crowell and co 1897

1 | 2 | 3 | 4 5 6 7 | 8 | 9 10
The | Vision; | or | Hell, Purgatory, and Paradise, | of | Dante Alig-
| 11 . | 12 | 13 14 15 16 17 18 19 | 20 21 | 22
hieri. | Translated by | the Rev. H. F. Cary, A. M. | New York: | Thomas
23 24 25 26 | 27
Y. Crowell & Co. | 1897.

Junior compositor examination.

Sec. 41. The time allowed for this examination is six hours. The subjects and weights are the same as those for the Compositor examination, but it is less rigid in character. The first five subjects are third grade, except spelling, which is second grade. The questions composing the sixth, seventh, and eighth subjects are somewhat simpler than those of the corresponding subjects of the Compositor examination.

Electrotype-finisher examination.

Sec. 42. The time allowed for this examination is five hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	10
2.	Arithmetic (third grade, see sec. 13)	10
3.	Letter writing (third grade, see sec. 13)	10
4.	Penmanship	10
5.	Copying from plain copy (third grade, see sec. 13)	10
6.	Correcting proof (compositor examination)	25
7.	Experience and training (rated on form No. 35)	25
	Total	100

Bookbinder, electrotype-molder, press-feeder, pressman, stereotyper and photo-engraver examination.

Sec. 43. The time allowed for this examination is four hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	15
2.	Arithmetic (third grade, see sec. 13)	15
3.	Letter writing (third grade, see sec. 13)	15
4.	Penmanship	15
5.	Copying from plain copy (third grade, see sec. 13)	15
6.	Experience and training (rated on form No. 35)	25
	Total	100

Helper examination.

Sec. 44. Helpers in the Bureau of Public Printing may be appointed from the third grade register.

Proofreader.

Sec. 45. The position of proofreader in the Bureau of Public Printing will be filled by the promotion of compositors.

Custom house examinations.

Sec. 46-47. Appointments to the customs service shall be made from the first, second, or third grade register according to the character of the position to be filled. Entrance to the service is through the lowest class of each grade. Vacancies, except in the lowest class of any grade, will be filled by promotion, transfer, or reinstatement, unless, in the discretion of the Board, the needs of the service require such vacancies to be filled by open competitive examination. Examiners are appointed from the first grade register at $1,000; inspectors from the second grade at $900; and guards from the third grade at $240 per annum.

Police examinations.

Sec. 48. The examination for first class patrolman will be given in the English language only in accordance with the provisions of Section 9 of Act No. 286. The entrance salary will be $900 per annum. The examination for third class patrolman will be given in the Spanish language only in accordance with the provisions of section 9 of Act No. 286. The entrance salary will be $240 per annum.

Application, Form No. 2. All competitors must be physically sound. In physique, all English-speaking competitors must be at least 5 feet 10 inches in height and 150 pounds in weight and well proportioned; all Spanish-speaking competitors must be at least 5 feet 5 inches in height and 130 pounds in weight and well proportioned. Physical examination will be made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

Sec. 49. EXAMINATION FOR FIRST CLASS PATROLMAN.

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see section 13)	40
2.	Physical condition	35
3.	Experience and training	25
	Total	100

In the third subject applicants will be given credit for experience and training in the United States military or naval service.

Sec. 50. EXAMINATION FOR THIRD CLASS PATROLMAN.

	SUBJECTS.	WEIGHTS.
1.	Educational test	50
2.	Physical condition	50
	Total	100

A simple educational test, similar in character to the third grade examination (see section 13) will be given applicants for this position.

Sec. 51. HIGHER GRADE POSITIONS FILLED BY PROMOTION.

Original appointments in the uniformed police force shall be made as first and third class patrolmen. Vacancies occurring in the higher positions in this force shall be filled by promotion from the lower grades, in accordance with the provisions of Rule IX of the Civil Service Rules and with section 9 of Act No. 286.

Examination for guards at prisons and penitentiaries.

Sec. 52. There are two classes of guards; in one class a knowledge of the English language is required, and in the other class a knowledge of the English language is not a prerequisite. The salary of the first class is $900 per annum with quarters and the salary of the other class is $240 per annum. Application, Form No. 2. Guards of the first class will be subject to the same requirements as police patrolmen of the first class. Guards of the other class will be subjected to the same requirements as police patrolmen of the third class. **Provided, that English-speaking** competitors must be at least five feet six inches in height and 130 pounds in weight, and Spanish-speaking competitors must be at least 5 feet 4 inches in height and 125 pounds in weight. Vacancies occurring in the higher grades will be filled by promotion from the lower grades in accordance with the provisions of Rule IX of the Civil Service Rules.

Examinations for firemen under fire department.

Sec. 53. Examinations for firemen will be given in the English and the Spanish languages. The examination for drivers will be given in the English language only and appointments will probably be made at a salary of $900 per annum with quarters. The examination for truckmen and pipemen will be given in the Spanish language only and appointments will probably be made at a salary of $240 per annum, with quarters. Examination for original appointment to the position of stoker will be given in the Spanish language only and will consist of the same subjects and weights as that for the position of driver. The salary for stoker will be greater than that for the positions of pipemen and truckmen. The higher grade positions of firemen will be filled by promotion from the lower grades in accordance with the provisions of Rule IX of the Civil Service Rules.

Application, Form No. 35. All English-speaking competitors must be physically sound and in physique at least 5 feet 6 inches in height and 130 pounds in weight and well proportioned. All Spanish-speaking competitors must be physically sound and in physique at least 5 feet 4 inches in height and 125 pounds in weight and well proportioned. Physical examination will be made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

Sec. 54. EXAMINATION FOR DRIVERS.

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see section 13)	25
2.	Practical questions	20
3.	Physical condition	35
4.	Experience and training	20
	Total	100

Sec. 55. EXAMINATION FOR TRUCKMEN AND PIPEMEN.

	SUBJECTS.	WEIGHTS.
1.	Educational test (similar to third grade examination, see section 13)	50
2.	Physical condition	50
	Total	100

The Provincial service.

Sec. 56. The provincial government act and its amendments provide that after the first day of March, 1902, all officers and employees in the provincial governments, except provincial governors and provincial fiscals, shall be selected in accordance with the provisions of the Civil Service Act. Accordingly, after said date all vacancies occurring in the provincial service will be filled as a result of examination and certification by this Board. Appointments to the position of treasurer, if not filled by promotion, will probably be made as a result of the Department Assistant examination, with the optional subjects of finance and bookkeeping; while appointments to the position of supervisor will probably be made as a result of the Department Assistant examination, with the optional subject of civil engineering. Supervisors of provinces must be well-qualified civil engineers. The Provincial Secretary must be able to speak and write the Spanish language, and after Jan. 1, 1906, the English language also.

The Provincial Board may, by resolution, approved by the Insular Treasurer, authorize the Provincial officers to appoint such deputies, assistants, clerks, and other employees as the public interests require. However, all appointments shall, after March 1, 1902, be made subject to the provisions of the Civil Service Act, and thenceforth vacancies in all subordinate positions in the service will be filled by original appointment as a result of examinations if not filled by promotion from lower grades.

Under the provisions of section 8 of the Civil Service Act the members of each provincial board are designated by the Philippine Civil Service Board to serve as members of an examining committee, and the Treasurer of each province is designated as the chairman of the committee, with whom all correspondence is conducted. Examinations will be announced and held from time to time throughout the Archipelago, except in the following provinces, viz: Cavite, Laguna, Rizal, Bulacan, Pampanga and Bataan. Applicants residing in the provinces named will be examined in Manila.

Applicants for examination should apply by letter or in person to the Provincial Treasurer of the province in which they reside for a copy of the Manual of Information and a blank form of application. The blank form must be completed by each applicant and forwarded as soon as possible to the Provincial Treasurer from whom received, who will notify him when to appear for examination. However, persons living in the provinces named above should address the Civil Service Board direct for an application blank and Manual of Information and should forward the application blank to the Civil Service Board, Manila, when completed. The names of those who pass the examinations will be entered upon a list of eligibles for the province in which they reside, and appointments to the provincial service will be limited, wherever possible, to residents of provinces in which the vacancy occurs.

In view of the fact that the salaries for the different positions in the service vary in the different provinces, the Board is unable to state the probable salary at which appointments will be made.

Sec. 57. All positions to which no reference is made in the Manual concerning the character of the examination required to fill vacancies therein, if not filled by promotion, reinstatement, or transfer, will be filled either by selections from appropriate registers of the Board or as a result of special examinations. In the event that such examinations are held they will be duly announced in the public press and on the bulletin boards in the lobby of the Post Office and in the lobby of the Casa de Intendencia and in provincial buildings.

Method of rating examination papers.

Sec. 58. The following method is observed in rating examination papers by the Board:

After an examination is held the papers are arranged by sheets or subjects. When they are ready to be rated they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his general average is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. *The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his general average determined.* As the charges for specific errors are fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher average by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

Regulations for rating examination papers.

Sec. 59. As soon as practicable after an examination the papers of the competitors shall be rated and the average per cent of each ascertained.

All examination papers shall be rated under the following regulations:

Rate every correct answer..... 100
Rate every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct from 100 the sum of the charges for errors against each answer.....

} The difference between the sum of the charges for errors against each answer and 100 will be the rating for the answer.

	Spelling.	FROM 100 DEDUCT.
1.	For each error in spelling when the exercise consists of 20 words.	5
2.	For each error in capitalization	1
3.	For each failure to use the hyphen when required in a compound word	2
4.	For each wrong use of the hyphen	2
5.	For dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word	2

Writing from plain copy.

1.	For each error in orthography	5
2.	For each word or figure omitted, repeated, or improperly inserted: *Provided*, That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, but not to exceed one and one-half printed lines; that a deduction of 20 shall be made for two printed lines or more than one and one-half lines; and that a proportionate deduction shall be made for a greater number of printed lines: *Provided further*, That if the copying exercise shall consist of less than 5 printed lines the charge for the omission of one or more printed lines shall be double	5
3.	For each word inserted or added	5
4.	For each word or figure substituted	5
5.	For each transposition	5
6.	For each abbreviation not in the copy	5
7.	For each failure to capitalize according to copy	5
8.	For each failure to punctuate according to copy	5
9.	For each failure to paragraph according to copy	5
10.	For irregularity in left-hand margin	5
11.	For misdivision of a word at the end of a line	1
12.	For each omission or improper use of the hyphen in dividing a word at the end of a line	1
13.	For failure to indent as in copy (only one charge to be made in the exercise)	5
14.	For each variation from the printed copy in the use of parentheses, brackets, or the hyphen	5
15.	For each word altered, interlined, or cancelled, for each blot, and for each minor erasure, if not neat: *Provided*, That not more than 5 shall be charged for one interlineation or cancellation or for blots	1
16.	For failure to indicate, or for improperly indicating, italics, small caps, etc	5
17.	For using stenographic period (thus, x), only one charge to be made in the exercise	5
18.	For signing name	5
19.	For misplacement, want of neatness, etc	3 to 5

Copying from rough draft.	FROM 100 DEDUCT.
1. For each error in orthography. *Provided*, That no charge shall be made for the repeated misspelling of the same word or stem in the same manner	3
2. For each error in syntax, *Provided*, That no additional charge shall be made for changes necessarily resulting from a given method of correction or attempted correction	3
3. For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning	1
4. For each word omitted, inserted, or substituted involving a test or essential change of meaning (not more than 10 to be charged for the first ten words of each omission, and one for each word thereafter, and not more than 10 for the omission of each indicated insertion)	3
5. For each word omitted, inserted, or substituted involving no test or essential change of meaning, and for each word repeated	1
6. For each error in capitalization, punctuation, indentation, paragraphing, or in the division of words	1
7. For each error in transposition of inclosures	5
8. For each error in transposition of words or groups of words, *Provided*, That for a transposition of two words which improves the sentence and involves no test no charge shall be made	3
9. For each abbreviation	1 to 2
10. For each failure to use hyphen when required, or for each wrong use of the hyphen	1
11. For irregularity in left-hand margin	1 to 3
12 For each word interlined or cancelled (charge not to exceed 5 for any one interlineation or cancellation), for each blot, and each alteration if not neat	5
13. For stenographic periods (as x), only one charge to be made	1
14. For signing name	5

Penmanship.

Rate penmanship according to its value on a scale of 100.

In determining the rating for penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

Letter writing.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners rated on a scale of 100.

In determining the rating for letter writing it shall be proper for the examiners to be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

	Arithmetic.	FROM 100 DEDUCT.
1.	For wrong process, producing incorrect result in problems involving but one step or operation	100
2.	For the first wrong process in problems involving more than one step or operation, from 100 deduct 25 to 75, according to gravity of error; for each subsequent wrong process, according to gravity of error	10 to 75
3.	For error of one or more places in pointing off decimals	25
4.	For each evasion of a decimal or common fraction test in copying from printed question or from work	25
5.	For each error in computation: *Provided*, That in solutions where the possible maximum number of chargeable errors in computation is less than 10 a proportionate charge shall be made for each error	10
6.	For error in copying figures from printed question or from work, wrong result being obtained	10
7.	For error in copying figures from printed question or from work, right result being obtained	5
8.	For indicating wrong process, but performing correct process	5
9.	For incorrect or inconsistent punctuation	5 to 10
10.	For each improper use of the symbol or designation % or c/ in connection with a decimal expression	5 to 10
11.	For each improper or incorrect designation of a partial or final result	5
12.	For failure to indicate the answer in problems by the letters "Ans.," or otherwise, when the answer is obscured by improper arrangement	5
13.	For each failure to use the sign $ or £, or any other monetary or commercial sign or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of the problem	5
14.	For errors in denominate numbers in quantity of one denomination contained in a unit of a higher denomination, or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error	10 to 25
15.	For fractions in answer not reduced to lowest terms	5 to 10
16.	For an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign	5 to 10
17.	If, when work or operation in full is required, the correct answer is given, but no work is shown, according to quantity of work required in solution	25 to 75
18.	If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to gravity of error	5 to 35
19.	For use of superfluous ciphers	5
20.	For superfluous or irrelevant work not cancelled	10
21.	For giving proof instead of solution, according to gravity of error	10 to 75
22.	For complex statement, process, or method, right result being *produced*	10

Geography.

In rating this subject each answer shall be rated in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of States, countries, etc., required shall be the credit to be given for each State, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of States, countries, etc., shall be added to the number required by the question and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each State, country, etc., correctly named.

Stenography examination.

The practical part of this examination consists of two exercises in dictation to be written by the competitor in stenographic characters, which he must then transcribe. One of the exercises is a selection from a speech and the other is a letter, each containing 260 words. The transcript will be compared with the printed text from which the dictation was given, and charges will be made for errors under the following regulations:

		FROM 100 DEDUCT.
1.	For each word omitted, added, or substituted	3
2.	For each word misspelled	3
3.	For the use of the plural instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected, 1 to 2; when the grammatical correctness is affected	3
4.	For each gross error in capitalization or punctuation	1
5.	For each transposition	2
6.	For each error in division of words	1
7.	For each word repeated	1
8.	For each failure to use hyphen when required	1
9.	For each abbreviation	1
10.	For failure to transcribe a line or a portion of a line of the stenographic notes, according to the number of words	6 to 40
11.	For interlineations, erasures and lack of neatness	1 to 5

Charges for errors in numerals will be determined by the number of words required to write the numerals.

When the rating for accuracy is only 10 no credit will be given for speed.

An important element in this examination is speed in writing the stenographic notes, which will be rated upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 or more words per minute. (See Sec. 16.)

Technical subjects of typewriting examination.

Speed and accuracy will be considered in rating all the technical subjects of this examination, each being rated on a scale of 100. In determining the average on each subject, speed will be given a weight of two and accuracy a weight of three.

When the accuracy rating in an exercise is less than ten per cent no credit will be given for speed.

1. TABULATING EXERCISE.

The tabulating exercise will be rated under the following regulations:

		FROM 100 DEDUCT.
1.	For omitting the general heading	10
2.	For improper general heading	5 to 10
3.	For each column heading omitted (total charges not to exceed 10)	5
4.	For each inaccuracy in column headings (total charges not to exceed 10)	1 to 3
5.	For irregular margin to columns	3 to 10
6.	For each column omitted or substituted	25
7.	For each additional column inserted	10
8.	For each abbreviation contrary to instructions (total charges not to exceed 35)	5
9.	For each unnecessary run-over to following line	5
10	For each word or item omitted, added, or changed (for the omission of a whole line, 10), and for each transposition of items	5
11.	For each error in the name of an individual, State, or place, and for each error in other entries (only one charge to be made for the full name of an individual or for a single column entry or for the repeated misspelling of the same word)	5
12.	For each error in spelling in headings, and for other minor errors not specified	2 to 5
13.	For want of neatness by reason of blots, erasures, etc	5 to 15
14.	For each comma used in place of a decimal point, or vice versa total charge not to exceed 10)	2
15.	For each error in punctuation (total charge not to exceed 5)	1
16.	For omission of punctuation, thus evading test in spacing	5 to 20
17.	For omission of $ or other signs required by copy	10
18.	For improper repetition of $ or other signs required by copy	5
19.	For each error not specified above	5 to 10
20.	For drawing lines, with hyphen, period, or other character, between lines in table	10
21.	For preliminary test on machine	5 to 15

Time consumed will be rated according to the following scale: If the competitor consumes only twenty minutes in tabulating, he will be credited with 100. When the time consumed is more than twenty minutes and not more than thirty minutes one half of 1 will be deducted from 100 for every minute consumed more than twenty minutes. When the time consumed is more than thirty minutes, 1 will be deducted from 95 for every minute consumed more than thirty minutes.

2. TRANSCRIBING ROUGH DRAFT.

For rating accuracy, see general regulations for rating rough draft.

Time consumed will be rated according to the following scale: If the competitor consumes only ten minutes in transcribing the rough draft he will credited with 100. When the time consumed is more than ten minutes and not more than twenty-five minutes, 2 will be deducted from 100 for every minute consumed more than ten minutes. When the time consumed is more than twenty-five minutes, 3 will be deducted from 70 for every minute consumed more than twenty-five minutes.

Exercise.

united states civil service commission. rules for marking examination papers together with notes on the rules and regulations for the central board of examiners. approved by the commission october 17 1895 washington government printing office 1895

(This illustration is to act as a guide for competitors in carrying out above instructions.)

1 2 3 4 5 6 7 8 9 10 11
the vision or hell purgatory and paradise of dante alighieri translated
12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
by the rev h f cary a m new york: thomas y crowell and co 1897

1 | 2 | 3 | 4 5 6 7 | 8 | 9 10 | 11 . 12 | 13 14 15 16 17 18 19 | 20 21 | 22 | 23 24 25 26 | 27
The | Vision; | or | Hell, Purgatory, and Paradise, | of | Dante Alighieri. | Translated by | the Rev. H. F. Cary, A. M. | New York: | Thomas Y. Crowell & Co. | 1897.

Junior compositor examination.

Sec. 41. The time allowed for this examination is six hours. The subjects and weights are the same as those for the Compositor examination, but it is less rigid in character. The first five subjects are third grade, except spelling, which is second grade. The questions composing the sixth, seventh, and eighth subjects are somewhat simpler than those of the corresponding subjects of the Compositor examination.

Electrotype-finisher examination.

Sec. 42. The time allowed for this examination is five hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	10
2.	Arithmetic (third grade, see sec. 13)	10
3.	Letter writing (third grade, see sec. 13)	10
4.	Penmanship	10
5.	Copying from plain copy (third grade, see sec. 13)	10
6.	Correcting proof (compositor examination)	25
7.	Experience and training (rated on form No. 35)	25
	Total	100

Bookbinder, electrotype-molder, press-feeder, pressman, stereotyper and photo-engraver examination.

Sec. 43. The time allowed for this examination is four hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	15
2.	Arithmetic (third grade, see sec. 13)	15
3.	Letter writing (third grade, see sec. 13)	15
4.	Penmanship	15
5.	Copying from plain copy (third grade, see sec. 13)	15
6.	Experience and training (rated on form No. 35)	25
	Total	100

Helper examination.

Sec. 44. Helpers in the Bureau of Public Printing may be appointed from the third grade register.

Proofreader.

Sec. 45. The position of proofreader in the Bureau of Public Printing will be filled by the promotion of compositors.

Custom house examinations.

Sec. 46-47. Appointments to the customs service shall be made from the first, second, or third grade register according to the character of the position to be filled. Entrance to the service is through the lowest class of each grade. Vacancies, except in the lowest class of any grade, will be filled by promotion, transfer, or reinstatement, unless, in the discretion of the Board, the needs of the service require such vacancies to be filled by open competitive examination. Examiners are appointed from the first grade register at $1,000; inspectors from the second grade at $900; and guards from the third grade at $240 per annum.

Police examinations.

Sec. 48. The examination for first class patrolman will be given in the English language only in accordance with the provisions of Section 9 of Act No. 286. The entrance salary will be $900 per annum. The examination for third class patrolman will be given in the Spanish language only in accordance with the provisions of section 9 of Act No. 286. The entrance salary will be $240 per annum.

Application, Form No. 2. All competitors must be physically sound. In physique, all English-speaking competitors must be at least 5 feet 10 inches in height and 150 pounds in weight and well proportioned; all Spanish-speaking competitors must be at least 5 feet 5 inches in height and 130 pounds in weight and well proportioned. Physical examination will be made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

Sec. 49. EXAMINATION FOR FIRST CLASS PATROLMAN.

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see section 13)	40
2.	Physical condition	35
3.	Experience and training	25
	Total	100

In the third subject applicants will be given credit for experience and training in the United States military or naval service.

Sec. 50. EXAMINATION FOR THIRD CLASS PATROLMAN.

	SUBJECTS.	WEIGHTS.
1.	Educational test	50
2.	Physical condition	50
	Total	100

A simple educational test, similar in character to the third grade examination (see section 13) will be given applicants for this position.

Sec. 51. HIGHER GRADE POSITIONS FILLED BY PROMOTION.

Original appointments in the uniformed police force shall be made as first and third class patrolmen. Vacancies occurring in the higher positions in this force shall be filled by promotion from the lower grades, in accordance with the provisions of Rule IX of the Civil Service Rules and with section 9 of Act No. 286.

Examination for guards at prisons and penitentiaries.

Sec. 52. There are two classes of guards; in one class a knowledge of the English language is required, and in the other class a knowledge of the English language is not a prerequisite. The salary of the first class is $900 per annum with quarters and the salary of the other class is $240 per annum. Application, Form No. 2. Guards of the first class will be subject to the same requirements as police patrolmen of the first class. Guards of the other class will be subjected to the same requirements as police patrolmen of the third class. **Provided, that English-speaking** competitors must be at least five feet six inches in height and 130 pounds in weight, and Spanish-speaking competitors must be at least 5 feet 4 inches in height and 125 pounds in weight. Vacancies occurring in the higher grades will be filled by promotion from the lower grades in accordance with the provisions of Rule IX of the Civil Service Rules.

Examinations for firemen under fire department.

Sec. 53. Examinations for firemen will be given in the English and the Spanish languages. The examination for drivers will be given in the English language only and appointments will probably be made at a salary of $900 per annum with quarters. The examination for truckmen and pipemen will be given in the Spanish language only and appointments will probably be made at a salary of $240 per annum, with quarters. Examination for original appointment to the position of stoker will be given in the Spanish language only and will consist of the same subjects and weights as that for the position of driver. The salary for stoker will be greater than that for the positions of pipemen and truckmen. The higher grade positions of firemen will be filled by promotion from the lower grades in accordance with the provisions of Rule IX of the Civil Service Rules.

Application, Form No. 35. All English-speaking competitors must be physically sound and in physique at least 5 feet 6 inches in height and 130 pounds in weight and well proportioned. All Spanish-speaking competitors must be physically sound and in physique at least 5 feet 4 inches in height and 125 pounds in weight and well proportioned. Physical examination will be made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

Sec. 54. EXAMINATION FOR DRIVERS.

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see section 13)	25
2.	Practical questions	20
3.	Physical condition	35
4.	Experience and training	20
	Total	100

Sec. 55. EXAMINATION FOR TRUCKMEN AND PIPEMEN.

	SUBJECTS.	WEIGHTS.
1.	Educational test (similar to third grade examination, see section 13)	50
2.	Physical condition	50
	Total	100

The Provincial service.

Sec. 56. The provincial government act and its amendments provide that after the first day of March, 1902, all officers and employees in the provincial governments, except provincial governors and provincial fiscals, shall be selected in accordance with the provisions of the Civil Service Act. Accordingly, after said date all vacancies occurring in the provincial service will be filled as a result of examination and certification by this Board. Appointments to the position of treasurer, if not filled by promotion, will probably be made as a result of the Department Assistant examination, with the optional subjects of finance and bookkeeping; while appointments to the position of supervisor will probably be made as a result of the Department Assistant examination, with the optional subject of civil engineering. Supervisors of provinces must be well-qualified civil engineers. The Provincial Secretary must be able to speak and write the Spanish language, and after Jan. 1, 1906, the English language also.

The Provincial Board may, by resolution, approved by the Insular Treasurer, authorize the Provincial officers to appoint such deputies, assistants, clerks, and other employees as the public interests require. However, all appointments shall, after March 1, 1902, be made subject to the provisions of the Civil Service Act, and thenceforth vacancies in all subordinate positions in the service will be filled by original appointment as a result of examinations if not filled by promotion from lower grades.

Under the provisions of section 8 of the Civil Service Act the members of each provincial board are designated by the Philippine Civil Service Board to serve as members of an examining committee, and the Treasurer of each province is designated as the chairman of the committee, with whom all correspondence is conducted. Examinations will be announced and held from time to time throughout the Archipelago, except in the following provinces, viz: Cavite, Laguna, Rizal, Bulacan, Pampanga and Bataan. Applicants residing in the provinces named will be examined in Manila.

Applicants for examination should apply by letter or in person to the Provincial Treasurer of the province in which they reside for a copy of the Manual of Information and a blank form of application. The blank form must be completed by each applicant and forwarded as soon as possible to the Provincial Treasurer from whom received, who will notify him when to appear for examination. However, persons living in the provinces named above should address the Civil Service Board direct for an application blank and Manual of Information and should forward the application blank to the Civil Service Board, Manila, when completed. The names of those who pass the examinations will be entered upon a list of eligibles for the province in which they reside, and appointments to the provincial service will be limited, wherever possible, to residents of provinces in which the vacancy occurs.

through an act of the Board or one of its agents. A competitor re-examined within six months will not be required to file an application for such re-examination.

Methods of certification for appointment.

Sec. 64. Whenever a vacancy exists the head of a department or office makes requisition upon the Board for the certification of names to fill the vacancy, specifying the kind of position vacant, the necessary qualifications, the sex desired, and the salary. Upon receipt of such requisition the Board takes from the proper register of eligibles the names of the three persons, or a less number if there are not so many as three on the register, standing highest of the sex and qualifications called for, and certifies them to the head of the department or office, who is required to select one of the names certified to fill the vacancy. He may select any one of the names. The remaining names are returned to the Board to await further certification, if in order, on the occurrence of another vacancy. The time of examination is not considered in making a certification, as the highest in grade on the register must be certified first although they may not have been the first examined. No eligible can be certified for appointment more than three times to the same department or office, but may, if in order of certification, be certified three times to each department or office during the period of eligibility. Efforts to hasten certification or to secure certification out of the order required by the Civil Service Act and rules cannot possibly be of any avail. The Board has no power whatever to certify a name out of its order or to withhold a name from certification when in order. An eligible who declines an appointment tendered him will not again be certified unless he shall request in writing within thirty days the benefit of the remaining certifications which the rules allow, stating his reasons, which must be satisfactory to the Board, for declining the appointment. An eligible who declines an appointment twice, even though he should give satisfactory reasons in each case, will not again be certified from the same examination. Upon appointment from any register the name of an eligible will be removed from all registers of a lower grade on which it may appear unless he requests otherwise in writing.

Prospect of appointment.

Sec. 65. As the Board has no means of ascertaining in advance when vacancies may occur in the service, it cannot furnish any information as to when the names of eligibles may be reached for certification or as to the prospects of appointment. The conditions of appointment in the various branches of the service are such that nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. As the highest possible rating in an examination is 100 and the lowest that makes one eligible to appointment is 70, it will be seen that the nearer the rating is to 100 the more likely it is that the person may be reached for certification within the period of eligibility. The names of those who pass examinations are entered on the lists of eligibles in the order of their averages, and appointments are made from the head of the list, those passing highest being certified first. If the number of eligibles, therefore, is in excess of the needs of the service those who may successfully pass the examinations, but with low averages, will not be reached for certification and appointment. Under the Civil Service

Act and rules the heads of departments and offices are the final judges of the qualifications of the persons certified for appointment and the Board cannot interfere with the proper exercise of their discretion in selecting from among those certified.

Appointment to the service is usually in the lower grades, the higher grades being generally filled by promotion. The prospects of promotion vary so much in the different departments and offices that no special information on this subject can be given.

The Civil Service Act requires that when the names of natives of the Islands and of honorably discharged soldiers, sailors and marines of the United States, are certified for appointment by the Board, the appointing officer must, when other qualifications are equal, prefer: first, natives of the Islands, and then, honorably discharged soldiers, sailors and marines. Neither of these classes, however, can be certified out of the order of their relative standing on the register, but when they are certified as a result of their relative standing the appointing officer must show preference in selection in the order mentioned, if other qualifications are equal.

It is probable that there will be little demand for Americans for clerical or other positions which natives of the Islands are competent to fill; in fact it will not be advisable for Americans to seek positions in the Philippine Civil Service unless they have professional, technical or scientific qualifications, or special clerical ability. The salaries for lower grade clerks and for messengers, watchmen, laborers, and other minor positions will not be sufficient to warrant Americans in coming to the Islands to seek such positions, and examinations to fill vacancies in them will not be held in the United States.

It is the intention of the Civil Service Act to establish in these Islands a permanent civil service so administered that a person who enters one of the lower grades may by loyal and efficient service secure promotion to the highest offices in the civil service. The Act expressly provides, that after the expiration of eighteen months from the date (Apr. 26, 1901) when the Board establishes its registers of eligibles, vancancies occurring in the offices enumerated in (amended) Sec. 20 of the Act shall be filled by the promotion without examination of persons in the service, and that after the expiration of twelve months from such date vacancies occurring in the offices enumerated in Sec. 21 of the Act shall be filled by competitive examination from among those in the service. It will be seen, therefore, that after Oct. 26, 1902, the higher offices in the service will be required to be filled by promotion.

The Board has no power of appointment or removal.

Sec. 66. The Civil Service Act and rules do not give the Board any power of appointment or removal, as this power rests in the heads of departments or offices, subject to the approval of the Civil Governor, under authority of the United States Philippine Commission. Upon requisition of the head of a department or office the Board will certify eligibles for appointment, from which certification the appointing officer makes his selection and appointment. The Civil Service Act requires that appointing officers, in making selections from certifications of eligibles by the Board, shall, when other qualifications are equal, select: first, natives of the Philippine Islands,

whenever their names appear on certifications; and, second, honorably discharged soldiers, sailors and marines of the United States. When selection is made the duty of the Board ends. The Board, however, may investigate the illegality of an appointment or removal, under sections 9, 12 and 18 of the Civil Service Act.

Transfers to the Federal classified civil service.

Sec. 67. The Philippine Civil Service Act provides for transfers from the Federal classified civil service of the United States to the classified civil service of the Philippine Islands, but there is no authority permitting transfers from the Philippine civil service to the Federal civil service. It is believed, however, that after the work of organization is fully completed the interests of the Philippine civil service will be best subserved by permitting transfers to the United States service after a reasonable period of service rendered here.

Salary classification.

Sec. 68. The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:

CLASS 1. All persons receiving an annual salary of $3,000 or more, or a compensation at the rate of $3,000 or more per annum.

CLASS 2. All persons receiving an annual salary of $2,750 or more, or a compensation at the rate of $2,750 or more, but less than $3,000 per annum.

CLASS 3. All persons receiving an annual salary of $2,500 or more, or a compensation at the rate of $2,500 or more, but less than $2,750 per annum.

CLASS 4. All persons receiving an annual salary of $2,250 or more, or a compensation at the rate of $2,250 or more, but less than $2,500 per annum.

CLASS 5. All persons receiving an annual salary of $2,000 or more, or a compensation at the rate of $2,000 or more, but less than $2,250 per annum.

CLASS 6. All persons receiving an annual salary of $1,800 or more, or a compensation at the rate of $1,800 or more, but less than $2,000 per annum.

CLASS 7. All persons receiving an annual salary of $1,600 or more, or a compensation at the rate of $1,600 or more, but less than $1,800 per annum.

CLASS 8. All persons receiving an annual salary of $1,400 or more, or a compensation at the rate of $1,400 or more, but less than $1,600 per annum.

CLASS 9. All persons receiving an annual salary of $1,200 or more, or a compensation at the rate of $1,200 or more, but less than $1,400 per annum.

CLASS 10. All persons receiving an annual salary of $1,000 or more, or a compensation at the rate of $1,000 or more, but less than $1,200 per annum.

CLASS A. All persons receiving an annual salary of $900 or more, or a compensation at the rate of $900 or more, but less than $1,000 per annum.

CLASS B. All persons receiving an annual salary of $840 or more, or a compensation at the rate of $840 or more, but less than $900 per annum.

CLASS C. All persons receiving an annual salary of $720 or more, or a compensation at the rate of $720 or more, but less than $840 per annum.

CLASS D. All persons receiving an annual salary of $600 or more, or a compensation at the rate of $600 or more, but less than $720 per annum.

CLASS E. All persons receiving an annual salary of $540 or more, or a compensation at the rate of $540 or more, but less than $600 per annum.

CLASS F. All persons receiving an annual salary of $480 or more, or a compensation at the rate of $480 or more, but less than $540 per annum.

CLASS G. All persons receiving an annual salary of $420 or more, or a compensation at the rate of $420 or more, but less than $480 per annum.

CLASS H. All persons receiving an annual salary of $360 or more, or a compensation at the rate of $360 or more, but less than $420 per annum.

CLASS I. All persons receiving an annual salary of $300 or more, or a compensation at the rate of $300 or more, but less than $360 per annum.

CLASS J. All persons receiving an annual salary of $240 or more, or a compensation at the rate of $240 or more, but less than $300 per annum.

CLASS K. All persons receiving an annual salary of less than $240, or a compensation at the rate of less than $240 per annum.

INSTRUCTIONS

OF

THE PRESIDENT

TO

THE PHILIPPINE COMMISSION,

APRIL 7, 1900.

COMMISSIONERS.

HON. WILLIAM H. TAFT, of Ohio.
HON. LUKE I. WRIGHT, of Tennessee.
PROF. DEAN C. WORCESTER, of Michigan.
HON. HENRY C. IDE, of Vermont.
PROF. BERNARD MOSES, of California.

WAR DEPARTMENT,

Washington, April 7, 1900.

SIR:

I transmit to you herewith the instructions of the President for the guidance of yourself and your associates as Commissioners to the Philippine Islands.

Very respectfully,

ELIHU ROOT,
Secretary of War.

Hon. WILLIAM H. TAFT,
President Board of Commissioners to the Philippine Islands.

municipalities falling within the same tribal lines, or the same natural geographical limits, may best be subserved by a common administration. Whenever the commission is of the opinion that the condition of affairs in the islands is such that the central administration may safely be transferred from military to civil control, they will report that conclusion to you, with their recommendations as to the form of central government to be established for the purpose of taking over the control.

Beginning with the 1st day of September, 1900, the authority to exercise, subject to my approval, through the Secretary of War, that part of the power of government in the Philippine Islands which is of a legislative nature is to be transferred from the military governor of the islands to this commission, to be thereafter exercised by them in the place and stead of the military governor, under such rules and regulations as you shall prescribe, until the establishment of the civil central government for the islands contemplated in the last foregoing paragraph, or until Congress shall otherwise provide. Exercise of this legislative authority will include the making of rules and orders, having the effect of law, for the raising of revenue by taxes, customs duties, and imposts; the appropriation and expenditure of public funds of the islands; the establishment of an educational system throughout the islands; the establishment of a system to secure an efficient civil service; the organization and establishment of courts; the organization and establishment of municipal and departmental governments, and all other matters of a civil nature for which the military governor is now competent to provide by rules or orders of a legislative character.

The commission will also have power during the same period to appoint to office such officers under the judicial, educational, and civil-service systems and in the municipal and departmental governments as shall be provided for. Until the complete transfer of control the military governor will remain the chief executive head of the government of the islands, and will exercise the executive authority now possessed by him and not herein expressly assigned to the commission, subject, however, to the rules and orders enacted by the commission in the exercise of the legislative powers conferred upon them. In the meantime the municipal and departmental governments will continue to report to the military governor and be subject to his administrative supervision and control, under your direction, but that supervision and control will be confined within the narrowest limits consistent with the requirement that the powers of government in the municipalities and departments shall be honestly and effectively exercised, and that law and order and individual freedom shall be maintained.

All legislative rules and orders, establishments of government, and appointments to office by the commission will take effect immediately, or at such times as they shall designate, subject to your approval and action upon the coming in of the commission's reports, which are to be made from time to time as their action is taken. Wherever civil governments are constituted under the direction of the commission, such military posts, garrisons, and forces will be continued for the suppression of insurrection and brigandage, and the maintenance of law and order, as the military commander shall deem requisite, and the military forces shall be at all times subject under his orders to the call of the civil authorities for the maintenance of law and order and the enforcement of their authority.

In the establishment of municipal governments the commission will take as the basis of their work the governments established by the military governor under his order of August 8, 1899, and under the report of the board constituted by the military governor by his order of January 29, 1900, to formulate and report a plan of municipal government, of which his honor Cayetano Arellano, president of the audiencia, was chairman, and they will give to the conclusions of that board the weight and consideration which the high character and distinguished abilities of its members justify.

In the constitution of departmental or provincial governments, they will give especial attention to the existing government of the island of Negros, constituted with the approval of the people of that island, under the order of the military governor of July 22, 1899, and after verifying, so far as may be practicable, the reports of the successful working of that government, they will be guided by the experience thus acquired, so far as it may be applicable to the condition existing in other portions of the Philippines. They will avail themselves, to the fullest degree practicable, of the conclusions reached by the previous commission to the Philippines.

In the distribution of powers among the governments organized by the commission, the presumption is always to be in favor of the smaller subdivision, so that all the powers which can properly be exercised by the municipal government shall be vested in that government, and all the powers of a more general character which can be exercised by the departmental government shall be vested in that government, and so that in the governmental system, which is the result of the process, the central government of the islands, following the example of the distribution of the powers between the States and the National Government of the United States, shall have no direct administration except of matters of purely general concern, and shall have only such supervision and control over local governments as may be necessary to secure and enforce faithful and efficient administration by local officers.

The many different degrees of civilization and varieties of custom and capacity among the people of the different islands preclude very definite instruction as to the part which the people shall take in the selection of their own officers; but these general rules are to be observed: That in all cases the municipal officers, who administer the local affairs of the people, are to be selected by the people, and that wherever officers of more extended jurisdiction are to be selected in any way, natives of the islands are to be preferred, and if they can be found competent and willing to perform the duties, they are to receive the offices in preference to any others.

It will be necessary to fill some offices for the present with Americans which after a time may well be filled by natives of the islands. As soon as practicable a system for ascertaining the merit and fitness of candidates for civil office should be put in force. An indispensable qualification for all offices and positions of trust and authority in the islands must be absolute and unconditional loyalty to the United States and absolute and unhampered authority and power to remove and punish any officer deviating from that standard must at all times be retained in the hands of the central authority of the islands.

In all the forms of government and administrative provisions which they are authorized to prescribe, the commission should bear in mind that the

government which they are establishing is designed not for our satisfaction, or for the expression of our theoretical views, but for the happiness, peace, and prosperity of the people of the Philippine Islands, and the measures adopted should be made to conform to their customs, their habits, and even their prejudices, to the fullest extent consistent with the accomplishment of the indispensable requisites of just and effective government.

At the same time the commission should bear in mind, and the people of the islands should be made plainly to understand, that there are certain great principles of government which have been made the basis of our governmental system which we deem essential to the rule of law and the maintenance of individual freedom, and of which they have, unfortunately, been denied the experience possessed by us; that there are also certain practical rules of government which we have found to be essential to the preservation of these great principles of liberty and law, and that these principles and these rules of government must be established and maintained in their islands for the sake of their liberty and happiness, however much they may conflict with the customs or laws of procedure with which they are familiar.

It is evident that the most enlightened thought of the Philippine Islands fully appreciates the importance of these principles and rules, and they will inevitably within a short time command universal assent. Upon every division and branch of the government of the Philippines, therefore, must be imposed these inviolable rules:

That no person shall be deprived of life, liberty, or property without due process of law; that private property shall not be taken for public use without just compensation; that in all criminal prosecutions the accused shall enjoy the right to a speedy and public trial, to be informed of the nature and cause of the accusation, to be confronted with the witnesses against him, to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense; that excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishment inflicted; that no person shall be put twice in jeopardy for the same offense, or be compelled in any criminal case to be a witness against himself; that the right to be secure against unreasonable searches and seizures shall not be violated; that neither slavery nor involuntary servitude shall exist except as a punishment for crime; that no bill of attainder, or ex-post-facto law shall be passed; that no law shall be passed abridging the freedom of speech or of the press, or the rights of the people to peaceably assemble and petition the Government for a redress of grievances; that no law shall be made respecting an establishment of religion, or prohibiting the free exercise thereof, and that the free exercise and enjoyment of religious profession and worship without discrimination or preference shall forever be allowed.

It will be the duty of the commission to make a thorough investigation into the titles to the large tracts of land held or claimed by individuals or by religious orders; into the justice of the claims and complaints made against such landholders by the people of the islands or any part of the people, and to seek by wise and peaceable measures a just settlement of the controversies and redress of wrongs which have caused strife and bloodshed in the past. In the performance of this duty the commission is enjoined to see that no injustice is done; to have regard for substantial rights and equity, disregarding technicalities so far as substantial right permits, and to observe the following rules:

That the provision of the Treaty of Paris, pledging the United States to the protection of all rights of property in the islands, and as well the principle of our own Government which prohibits the taking of private property without due process of law, shall not be violated; that the welfare of the people of the islands, which should be a paramount consideration, shall be attained consistently with this rule of property right; that if it becomes necessary for the public interest of the people of the islands to dispose of claims to property which the commission finds to be not lawfully acquired and held disposition shall be made thereof by due legal procedure, in which there shall be full opportunity for fair and impartial hearing and judgment; that if the same public interests require the extinguishment of property rights lawfully acquired and held due compensation shall be made out of the public treasury therefor; that no form of religion and no minister of religion shall be forced upon any community or upon any citizen of the islands; that upon the other hand no minister of religion shall be interfered with or molested in following his calling, and that the separation between state and church shall be real, entire, and absolute.

It will be the duty of the commission to promote and extend, and, as they find occasion, to improve, the system of education already inaugurated by the military authorities. In doing this they should regard as of first importance the extension of a system of primary education which shall be free to all, and which shall tend to fit the people for the duties of citizenship and for the ordinary avocations of a civilized community. This instruction should be given in the first instance in every part of the islands in the language of the people. In view of the great number of languages spoken by the different tribes, it is especially important to the prosperity of the islands that a common medium of communication may be established, and it is obviously desirable that this medium should be the English language. Especial attention should be at once given to affording full opportunity to all the people of the islands to acquire the use of the English language.

It may be well that the main changes which should be made in the system of taxation and in the body of the laws under which the people are governed, except such changes as have already been made by the military government, should be relegated to the civil government which is to be established under the auspices of the commission. It will, however, be the duty of the commission to inquire diligently as to whether there are any further changes which ought not to be delayed; and if so, they are authorized to make such changes, subject to your approval. In doing so they are to bear in mind that taxes which tend to penalize or repress industry and enterprise are to be avoided; that provisions for taxation should be simple, so that they may be understood by the people; that they should affect the fewest practicable subjects of taxation which will serve for the general distribution of the burden.

The main body of the laws which regulate the rights and obligations of the people should be maintained with as little interference as possible. Changes made should be mainly in procedure, and in the criminal laws to secure speedy and impartial trials, and at the same time effective administration and respect for individual rights.

In dealing with the uncivilized tribes of the islands the commission should adopt the same course followed by Congress in permitting the tribes of our North American Indians to maintain their tribal oganization and gov-

ernment, and under which many of those tribes are now living in peace and contentment, surrounded by a civilization to which they are unable or unwilling to conform. Such tribal governments should, however, be subjected to wise and firm regulation; and, without undue or petty interference, constant and active effort should be exercised to prevent barbarous practices and introduce civilized customs.

Upon all officers and employees of the United States, both civil and military, should be impressed a sense of the duty to observe not merely the material but the personal and social rights of the people of the islands, and to treat them with the same courtesy and respect for their personal dignity which the people of the United States are accustomed to require from each other.

The articles of capitulation of the city of Manila on the 13th of August, 1898, concluded with these words:

"This city, its inhabitants, its churches and religious worship, its educational establishments, and its private property of all descriptions, are placed under the special safeguard of the faith and honor of the American army."

I believe that this pledge has been faithfully kept. As high and sacred an obligation rests upon the Government of the United States to give protection for property and life, civil and religious freedom, and wise, firm, and unselfish guidance in the paths of peace and prosperity to all the people of the Philippine Islands. I charge this commission to labor for the full performance of this obligation, which concerns the honor and conscience of their country, in the firm hope that through their labors all the inhabitants of the Philippine Islands may come to look back with gratitude to the day when God gave victory to American arms at Manila and set their land under the sovereignty and the protection of the people of the United States.

WILLIAM MCKINLEY.

AN ACT FOR THE ESTABLISHMENT AND MAINTENANCE OF AN EFFICIENT AND HONEST CIVIL SERVICE IN THE PHILIPPINE ISLANDS.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Section 1. The commission shall appoint three persons to be members of a board to be called the Philippine civil-service board. The Commission shall designate one of such persons as chairman, and another as secretary, and may in its discretion designate from among the members of the board a chief examiner.

Sec. 2. No person shall be eligible for appointment as a member of the board unless he shall be a native of the Philippine Islands owing and acknowledging allegiance to the United States, or a citizen of the United States.

Sec. 3. Each member of the board shall, during his incumbency reside in Manila, and shall receive an annual salary of three thousand dollars and his necessary traveling expenses while in the discharge of his official duties. In case the Commission shall designate a member of the board to act as chief examiner he shall receive in addition to his salary as a member of the board a further annual compensation of five hundred dollars.

Sec. 4. The board shall prepare rules adapted to carry out the purpose of this act, which is hereby declared to be the establishment and maintenance of an efficient and honest civil service in all the executive branches of the government of the Philippine Islands, central, departmental and provincial, and of the city of Manila, by appointments and promotions according to merit and by competitive examinations where the same are practicable, and it shall be the duty of all officers in the Philippine civil service in the departments and offices to which any such rules may relate, to aid in all proper ways in carrying said rules and any modifications thereof into effect.

Sec. 5. This act shall apply, except as hereinafter expressly provided, to all appointments of civilians to executive positions under—

(*a*) The military governor;
(*b*) The United States Philippine Commission;
(*c*) The treasurer for the islands;
(*d*) The auditor for the islands;
(*e*) The collector of customs for the islands;
(*f*) The collector of inland revenue for the islands;
(*g*) The director of posts for the islands;
(*h*) The civil-service board;
(*i*) The bureau of forestry;
(*j*) The bureau of mines;
(*k*) The general superintendent of public instruction;
(*l*) Wardens of penitentiaries and prisons;
(*m*) The provost marshal-general of Manila;
(*n*) The captain of the port at Manila.

Sec. 6. The rules to be adopted by the board shall provide—

(*a*) For the classification of all offices and employments specified in section 5.

(*b*) For the appointment for those offices requiring technical, professional, or scientific knowledge by competitive or noncompetitive examinations or otherwise, as the board shall determine.

(*c*) For the selection of members of the police force and of the fire department in the city of Manila and of guards at prisons and penitentiaries by competitive or noncompetitive examination, or otherwise, as the board, after consultation with the Military Governor and his approval, shall determine.

(*d*) For the selection of laborers, skilled and unskilled, according to the priority of their applications, by such noncompetitive examinations as may be practicable, and which need not, if the board shall so limit them, relate to more than the capacity of the applicants to labor, their habits of industry and sobriety, and their honesty.

(*e*) For the promotion of members of one rank of the classified service to the next higher rank by competitive examination. In the competition the board may provide, in its discretion, for the allowance of credit to the previous experience and efficiency of the applicant in the civil service of the islands, to be estimated by the officer or officers under whose direction the service has been rendered, under such limitations as the board, by general rule, may prescribe: *Provided*, That such credit shall not be allowed to any applicant who shall not attain a minimum average per centum to be fixed by the board.

(*f*) For a period of probation before the appointment or employment is made permanent.

(*g*) For the preparation and holding at Manila, Iloilo, and Cebu of open competitive examinations of a practical character for testing the fitness of applicants for appointment to the classified service, and the fitness of officers and employés for promotion therein; and for the preparation and holding of the same examinations in the United States under the auspices of the United States Civil Service Commission for original appointment.

(*h*) For selection, according to average percentage, from among those certified by the board as rated highest in such competition.

(*i*) For transfers under limitations to be fixed by the rules from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified service of the Philippine Islands.

(*j*) For reinstatements in the service under limitations to be fixed by the rules.

(*k*) For the examination in the Spanish language of all applicants who are citizens of the United States and in the English language of all applicants who are natives of the Philippine Islands, whenever, in the opinion of the board, knowledge of both languages is essential to an efficient discharge of the duties of the positions sought.

(*l*) For the holding of non-competitive examinations when applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

(*m*) For a thorough physical examination by a competent physician of

every applicant for examination in the United States and for rejection of every such applicant found to be physically disqualified for efficient service in the Philippine Islands.

(*n*) For a limitation upon the age of those entering the lowest rank of the classified service, the maximum age under which shall not be greater than forty years and the minimum age not less than eighteen.

(*o*) For eliciting from all applicants for examination full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service which they seek to enter.

(*p*) For the employment of clerks and other employees for temporary service where it is impracticable to make appointments as provided in this act, for terms not exceeding ninety days, but no person shall be employed under this exception for more than ninety days in a year.

(*q*) The enumeration herein of the subjects to be covered by the rules of the Board shall not be regarded as exclusive, but the Board shall have power to adopt any rules not in violation of the limitations of the act, which will more efficiently secure the enforcement of the act.

Sec. 7. The Board shall keep minutes of its own proceedings, and on or before the first day of January of each year shall make an annual report to the Military Governor and to the Commission showing its proceedings, the rules which it has adopted, the practical effect thereof and suggestions for carrying out more effectually the purpose of this act.

Sec. 8. The Board shall supervise the preparation and rating and have control of all examinations in the Philippine Islands under this act. The Board may designate a suitable number of persons in the Philippine civil service to conduct its examinations and to serve as members of examining committees, and when examiners with special, technical or professional qualifications are required for the preparation or rating of examination papers it may designate competent persons in the service for such special duty, after consultation with the proper officer, or officers, under whom they are serving. The duties required of such persons as members of examining committees, or as special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons cannot be found in the Philippine service with the necessary qualifications for special examining work that may be required, the Board is authorized to employ at a reasonable compensation persons not in public employment for such work, which compensation shall be paid out of the general funds appropriated for the purposes of the Board, on its order.

Sec. 9. The Board may make investigations and report upon all matters relating to the enforcement of this act and the rules adopted hereunder, and in making such investigations the Board and its duly authorized examiners are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

Sec. 10. The board shall have a permanent office in the city of Manila. When examinations are to be held by the board, either in Manila, Iloilo, or Cebu, officers having the custody of public buildings shall allow their reasonable use for the purpose of holding such examinations.

Sec. 11. The head of each office to which this act applies shall notify the board in writing without delay of all appointments, permanent, temporary, or probational, made in the classified service in his office, of all rejections after the period of probation, and of all transfers, promotions, reductions, resignations, or vacancies from any cause in said service and of the date thereof; and a record of the same shall be kept by the board.

Sec. 12. When the board shall find that any person is holding a position in the civil service in violation of the provisions of this act or the rules of the board, it shall certify information of the fact to the disbursing and auditing officers through whom the payment of the salary or wages of such position is by law required to be made, and if thereafter the disbursing or auditing officer shall pay, or permit to be paid, to the person such salary or wages, the payment shall be illegal, the disbursing officer shall not receive credit for the same, and the auditing officer who authorizes the payment shall be liable on his official bond for the loss resulting to the proper government.

Sec. 13. Any person in the Philippine civil service who shall wilfully or corruptly, by himself or in co-operation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by said board; or who shall wilfully, corruptly, and falsely rate, grade, estimate or report upon the examination or standing of any person examined hereunder; or who shall wilfully and corruptly make any false representations relative thereto; or who shall wilfully and corruptly furnish any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined, or to be examined, employed, appointed or promoted, shall for each offense be punished by a fine not exceeding $1,000, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment.

Sec. 14. Any person who shall wilfully and corruptly become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

Sec. 15. No inquiry shall be made, and no consideration whatever shall be given to any information, relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: Provided, however, that disloyalty to the United States of America as the supreme authority in these islands shall be a complete disqualification for holding office in the Philippine civil service.

Sec. 16. Every applicant for admission to the Philippine civil service shall, before being admitted to examination in the islands, take and subscribe the following oath before a justice of the peace in and for the province in which he is, or before a member or the civil service board, the members of which are authorized to administer the same:

Oath of applicant.

I, ..., having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of the United States of America in these islands and will maintain true faith and allegiance thereto; that I will obey the laws, legal orders and decrees promulgated by its duly con-

stituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

(Signature) .....

Subscribed and sworn to (or affirmed) before me this ..... day of ....., 19....

.....

The oath of the applicant shall be filed with the secretary of the Board.

Sec. 17. No officer or employee in the Philippine civil service shall, directly or indirectly, give or hand over to any other officer or employee in said service any money or other valuable thing to be applied to the promotion of any political object whatever, and a violation of this section by the giving or receiving officer or employee shall subject the violator to a penalty of not exceeding $500 or to imprisonment not exceeding six months, or both, and upon conviction he shall be removed from office.

Sec. 18. No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render a political service, or be removed or otherwise prejudiced for refusing to do so. Any person soliciting political contributions from public officers or employees shall be subject to the same penalties as those provided in the preceding section.

Sec. 19. In the appointment of officers and employees under the provisions of this act, the appointing officer in his selection from the list of eligibles to be furnished him by the Board shall, where other qualifications are equal, prefer:

First—Natives of the Philippine Islands.

Second—All honorably discharged soldiers, sailors and marines of the United States.

Sec. 20. The requirements of this act for entrance into the civil service, or for promotion by competitive examination, shall not apply to the selection of the Treasurer for the Islands; the Auditor for the Islands; the Collector of Customs for the Islands; the Deputy Collector of Customs for the Islands; the Collector of Inland Revenue for the Islands; the Director of Posts for the Islands; the Head of the Bureau of Forestry; the Head of the Bureau of Mines; the Superintendent of Public Instruction; the members of the Civil Service Board or of one private secretary for the Military Governor and for each member of the U. S. Philippine Commission. But, after eighteen months from the date when the Board shall certify that it has a sufficient list of eligibles to supply vacancies, vacancies occurring in all the foregoing offices, except in the private secretaryships above described, shall be filled without examination from a class to be composed of the first, second and third assistants in all the foregoing offices, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy.

Sec. 21. The requirements of this act for entrance or promotion by competitive examination shall not apply to the office of cashier of the collector of customs for the islands, to the captain of the port at Manila, to the collector

of customs at Iloilo, and to the collector of customs at Cebu, until one year after the date when the board shall make the certificate prescribed in the preceding section, after which vacancies in such offices shall be filled by promotion by competitive examination as in other cases.

Sec. 22. The persons now employed in the civil service of the Philippine Islands whose positions may be classified by the operation of this act and the rules herein provided for shall, unless dismissed by proper authority, continue in the service and discharge the duties assigned them; provided, that the board may, in its discretion, require by rule that all such employés shall pass examinations practically adapted to show their fitness to fill the positions now held by them, and that in case of failure to pass such examinations to the satisfaction of the board, they shall be dismissed from the service.

Sec. 23. This act shall not apply to the selection of school teachers of the department of public instruction, for which special legislation will be provided.

Sec. 24. The rules to be prepared and certified by the board shall be promulgated by executive order of the Military Governor.

Sec. 25. After the passage of this act no civilian shall be employed in the offices specified in section 5 of this act, except in accordance with its terms: *Provided*, That between the time of its passage and the date when the board herein created shall officially inform the Military Governor and the Commission that it is ready to certify a list of persons eligible to appointment under the provisions of this act for any vacancy occurring, appointments for temporary service may be made to fill vacancies or newly created offices, to continue until such certification is made and such vacancies can be regularly filled under the requirements of this act and the rules of the board adopted in accordance herewith. Persons so temporarily appointed may compete in the examinations held for regular entrance to the classified service.

Sec. 26. In this act whenever a sum of money is mentioned, it shall be understood to refer to the money of the United States.

Sec. 27. Upon the passage of this act and the appointment and organization of the board, it shall be the duty of the head of each office to which this act applies, upon application by the board, to certify to the board a complete list of all the officers and employees engaged therein, together with a full statement of the duties performed by them and the compensation received by them.

Sec. 28. No person shall be admitted to the competitive examinations to be held under this act who are not either—

(*a*) Citizens of the United States, or

(*b*) Natives of the Philippine Islands, or

(*c*) Persons who have, under and by virtue of the treaty of Paris, acquired the political rights of natives of the islands.

Sec. 29. This act shall take effect on its passage, and shall be referred to as the "Civil Service Act."

Enacted, September 19, 1900.

AMENDMENTS TO THE CIVIL SERVICE ACT.

During the period since the passage of the Civil Service Act, on September 19, 1900, to June 23, 1902, the following changes in the Act were made by the U. S. Philippine Commission:

September 26, 1900.

All appointments in the Bureau of Statistics created on this date made subject to the restrictions of the Civil Service Act.

November 12, 1900.

Any person performing the duties of any of the executive positions described in section 5 by detail from the military or naval service of the United States on the date upon which the Civil Service Board notified the Military Governor of its readiness to certify a list of eligibles, may, upon receiving an honorable discharge, become á civil servant, subject, however, to the provisions of section 22 of the act.

January 26, 1901.

No person shall be eligible to examination or appointment who shall be, on or after April 1, 1901, in arms against the authority of the United States, or who shall thereafter give aid and comfort to the enemies of the United States so in arms.

February 6, 1901.

All appointive positions in the governments of provinces to be organized under the "Provincial Government Act," except the position of fiscal, shall be filled in accordance with the Civil Service Act, with the exception that the positions of secretary, treasurer, and supervisor would not become subject to such law until March 1, 1902.

March 22, 1901.

Postponing the time after which persons in arms against the United States, etc., shall become ineligible to appointment to civil office, from April 1, 1901, to May 1, 1901.

May 22, 1901.

All appointments in the Philippine Weather Bureau created on this date made subject to the restrictions of the Civil Service Act, except the Director, three assistant directors, and one secretary.

May 22, 1901.

Appointment may be made to *all* positions in the governments of provinces without regard to the restrictions of the Civil Service Act until March 1, 1901.

June 11, 1901.

All vacancies in the position of clerk of the Supreme Court of the Islands and in the positions of clerk of the courts of first instance shall be filled in accordance with the requirements of the Civil Service Act.

June 27, 1901.

Such stenographers, typewriters, interpreters and translators as are necessary for the transaction of the business of the Supreme Court and the courts of first instance shall be appointed by the Attorney General, but that all vacancies in such positions shall be filled in accordance with the restrictions of the Civil Service Act.

July 1, 1901.

All appointments in the Government Laboratories created on this date made subject to the restrictions of the Civil Service Act, except to the positions of Superintendent and Director.

July 16, 1901.

Section 5 of the act was amended by striking out in paragraph (*a*) the words "The Military Governor," and inserting in lieu thereof the words "The Executive Secretary," and by adding the following paragraphs: (*o*) The Insular Purchasing Agent; (*p*) The Superintendent of the Government Cold Storage and Ice Plant; (*q*) The Officer in Charge of the Improvement of the Port of Manila; (*r*) The Chief of the Weather Bureau, subject to the provisions of the act creating the weather bureau; (*s*) The Board of Health of the Philippine Islands, subject to the provisions of the act creating the board; (*t*) The Superintendent of the Government Laboratories, subject the provisions of the creative act.

Section 20 of the act was amended to read as follows:

"Sec. 20. The requirements of this act for entrance into the Civil Service, or for promotion by competitive examination, shall not apply to the selection of the Executive Secretary; the Secretary of the United States Philippine Commission; the Treasurer for the Islands; the Auditor for the Islands; the Collector of Customs for the Islands; the Deputy Collector of Customs for the Islands; the Collector of Inland Revenue for the Islands; the Director of Posts for the Islands; the Head of the Bureau of Forestry; the Head of the Bureau of Mines; the Superintendent of Public Instruction; the Chief of the Bureau of Statistics; the members of the Civil Service Board; the Insular Purchasing Agent; the Superintendent of the Government Cold Storage and Ice Plant; the Officer in Charge of the Improvement of the Port of Manila; the Chief of the Weather Bureau, his three assistants and the Secretary of the Bureau; the members of the Board of Health of the Philippine Islands; the Superintendent of Government Laboratories and directors of laboratories; or of one private secretary for the Civil Governor and for each member of the United States Philippine Commission, except the President. But, after eighteen months from the date when the board shall certify that it has a sufficient list of eligibles to supply vacancies, vacancies occurring in all the foregoing offices, except in the private secretaryships above described, and in the offices of the Officer in Charge of the Improvement of the Port of Manila, the Chief of the Weather Bureau, and the three assistants and Secretary of such bureau, the members of the Board of Health of the Philippine Islands, and of the Superintendent and directors of Government Laboratories, shall be filled without examination from a class to be composed of the first, second and third assistants in all the foregoing offices, or bureaus, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed com-

petent to fill the vacancy. In case there are no assistants in the foregoing offices designated as such by law, the Civil Service Board may, in its discretion, include in such eligible list, by rule, one of the subordinates in such office ranking next to the head thereof."

The employees of the former Disbursing Quartermaster of civil bureaus who was succeeded by the Insular Purchasing Agent and the clerks and employees under the Superintendent of the Government Cold Storage and Ice Plant and under the Officer in Charge of the Improvement of the Port of Manila were made a part of the civil service of the Islands, subject to the conditions of section 22 of the Act.

July 16, 1901.

The conditions of eligibility to civil office were so amended that any person who had taken the oath of allegiance to the United States and served as a member of the Army or Navy of the United States and been honorably discharged shall be eligible to civil office in the Philippine Islands the same as if he were a legally naturalized citizen of the United States.

July 25, 1901.

The assistant director general of posts, the postmaster of Manila and the assistant postmaster of Manila shall be appointed by the Civil Governor until the time fixed in section 20 of the Civil Service Act, after which time vacancies shall be filled in accordance with the restrictions of the act.

The appointment without regard to the restrictions of the Civil Service Act of postmasters paid on the basis of percentage of receipts of office where the same does not exceed $75 per month.

The appointment of substitutes in the Department of Posts in accordance with the Civil Service Act.

July 31, 1901.

The Charter of the City of Manila, enacted on this date, provided for the appointment of heads of departments, assistant heads and all superintendents therein by the Civil Governor, with the advice and approval of the Commission, but that vacancies in these positions shall be filled in accordance with the restrictions of the Civil Service Act; and all employees other than officers appointed in accordance with the provisions of the Civil Service Act.

September 5, 1901.

The civil service rules prepared by the Civil Service Board to be approved by the Civil Governor before taking effect.

October 2, 1901.

All appointments in the Bureau of non-Christian tribes, except the chief thereof, created on this date, to be made in accordance with the Civil Service Act.

October 3, 1901.

All appointments to clerical positions in the office of the Chief of the Philippine Constabulary made subject to the restrictions of the Civil Service Act.

October 8, 1901.

The employees of the Bureau of Agriculture created on this date to be appointed in accordance with the provisions of the Civil Service Act.

October 17, 1901.

The appointment of the city attorney and his assistants and the prosecuting attorney and his assistants, all of the municipality of Manila, to be made by the Civil Governor, with the advice and approval of the Philippine Commission.

November 7, 1901.

All appointments of employees of the Philippine Government Printing Office created on this date made subject to the provisions of the Civil Service Act.

November 29, 1901.

Section 5 of the act was amended by striking out in paragraph (*m*) the words "The Provost Marshal General of Manila," and inserting in lieu thereof the words "The Municipal Government of Manila, subject to the provisions of act 183." (See amendment July 31, 1901.)

Section 5 of the act as amended of July 16, 1901, was further amended by adding thereto the following additional clause: (*u*) "The chiefs or heads of all bureaus organized after July 16, 1901, subject to the provisions and limitations of the acts organizing such bureaus." * * * * *

Section 20 as amended on July 16, 1901, was further amended by adding "the chief or head of any bureau organized after July 16, 1901, unless otherwise expressly provided by law" to the list of positions therein enumerated which after eighteen months from the date when the Civil Service Board shall certify that it has established lists of eligibles shall be filled without examination from a class to be composed of the first, second and third assistants in the offices named; and further by adding to the list of positions enumerated in this section which are not to be filled in the manner above outlined the "attending physician and surgeon of the Philippine Civil Hospital, the chief of the Bureau of Non-Christian Tribes, the chief of the Bureau of Architecture."

March 11, 1902.

All appointments to positions in the office of the Attorney General, except the positions of Attorney General, the Solicitor General, the Assistant Attorney General, and the Supervisor of Provincial Fiscals, shall be made by the Attorney General in accordance with the provisions of the Civil Service Act, and the employees now in the office of the Attorney General whose positions may be classified by the operation of this act shall continue in the service subject to the conditions contained in section 22 of the Civil Service Act.

ily 1, 1902.
ilic, No. 235.

AN ACT TEMPORARILY TO PROVIDE FOR THE ADMINISTRATION OF THE AFFAIRS OF CIVIL GOVERNMENT IN THE PHILIPPINE ISLANDS, AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that:

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The action of the President of the United States in creating the Philippine Commission and authorizing said Commission to exercise the powers of government to the extent and in the manner and form and subject to the regulation and control set forth in the instructions of the President to the Philippine Commission, dated April seventh, nineteen hundred, and in creating the offices of civil governor and vice-governor of the Philippine Islands, and authorizing said civil governor and vice-governor to exercise the powers of government to the extent and in the manner and form set forth in the Executive order dated June twenty-first, nineteen hundred and one, and in establishing four executive departments of government in said Islands as set forth in the Act of the Philippine Commission, entitled "An Act providing an organization for the departments of the interior, of commerce and police, of finance and justice, and of public instruction," enacted September sixth, nineteen hundred and one, is hereby approved, ratified, and confirmed, and until otherwise provided by law the said Islands shall continue to be governed as thereby and herein provided, and all laws passed hereafter by the Philippine Commission shall have an enacting clause as follows: "By authority of the United States be it enacted by the Philippine Commission." The provisions of section eighteen hundred and ninety-one of the Revised Statutes of eighteen hundred and seventy-eight shall not apply to the Philippine Islands.

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Future appointments of civil governor, vice-governor, members of said Commission and heads of executive departments shall be made by the President, by and with the advice and consent of the Senate.

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Sec. 2. That the action of the President of the United States heretofore taken by virtue of the authority vested in him as Commander in Chief of the Army and Navy, as set forth in his order of July twelfth, eighteen hundred and ninety-eight, whereby a tariff of duties and taxes as set forth by said order was to be levied and collected at all ports and places in the Philippine Islands upon passing into the occupation and possession of the forces of the United States, together with the subsequent amendments of said order, are hereby approved, ratified, and confirmed, and the actions of the authorities of the government of the Philippine Islands, taken in accordance with the provisions of said order and subsequent amendments, are hereby approved: *Provided*, That nothing contained in this section shall be held to amend or repeal an Act entitled "An Act temporarily to provide revenue for the Philippine Islands, and for other purposes," approved March eighth, nineteen hundred and two."

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Sec. 3. That the President of the United States, during such time as and whenever the sovereignty and authority of the United States encounter armed resistance in the Philippine Islands, until otherwise provided by Con-

gress, shall continue to regulate and control commercial intercourse with and within said Islands by such general rules and regulations as he, in his discretion, may deem most conducive to the public interests and the general welfare.

Philippine citizenship.

Sec. 4. That all inhabitants of the Philippine Islands continuing to reside therein who were Spanish subjects on the eleventh day of April, eighteen hundred and ninety-nine, and then resided in said Islands, and their children born subsequent thereto, shall be deemed and held to be citizens of the Philippine Islands and as such entitled to the protection of the United States, except such as shall have elected to preserve their allegiance to the Crown of Spain in accordance with the provisions of the treaty of peace between the United States and Spain signed at Paris December tenth, eighteen hundred and ninety-eight.

Declaration of rights. Protection to life, liberty, etc.

Sec. 5. That no law shall be enacted in said islands which shall deprive any person of life, liberty, or property without due process of law, or deny to any person therein the equal protection of the laws.

Criminal prosecutions.

That in all criminal prosecutions the accused shall enjoy the right to be heard by himself and counsel, to demand the nature and cause of the accusation against him, to have a speedy and public trial, to meet the witnesses face to face, and to have compulsory process to compel the attendance of witnesses in his behalf.

Trial.

That no person shall be held to answer for a criminal offense without due process of law; and no person for the same offense shall be twice put in jeopardy of punishment, nor shall be compelled in any criminal case to be a witness against himself.

Bail, exception.

That all persons shall before conviction be bailable by sufficient sureties, except for capital offenses.

Contracts.

That no law impairing the obligation of contracts shall be enacted.

Imprisonment for debt.

That no person shall be imprisoned for debt.

Writs of habeas corpus.

That the privilege of the writ of habeas corpus shall not be suspended, unless when in cases of rebellion, insurrection, or invasion the public safety may require it, in either of which events the same may be suspended by the President, or by the governor, with the approval of the Philippine Commission, wherever during such period the necessity for such suspension shall exist.

Ex post facto laws, etc.

That no ex post facto law or bill of attainder shall be enacted.

Title of nobility, etc.

That no law granting a title of nobility shall be enacted, and no person holding any office of profit or trust in said islands, shall, without the consent of the Congress of the United States, accept any present, emolument, office, or title of any kind whatever from any king, queen, prince, or foreign State.

Excessive bail, etc.

That excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishment inflicted.

Seizures, etc.

That the right to be secure against unreasonable searches and seizures shall not be violated.

Slavery.

That neither slavery, nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist in said islands.

Freedom of speech.

That no law shall be passed abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and petition the Government for redress of grievances.

eligious dom. That no law shall be made respecting an establishment of religion or prohibiting the free exercise thereof, and that the free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed.

Appropria-ns. That no money shall be paid out of the treasury except in pursuance of an appropriation by law.

axation. That the rule of taxation in said islands shall be uniform.

rivate bills. That no private or local bill which may be enacted into law shall embrace more than one subject, and that subject shall be expressed in the title of the bill.

earch war-ts. That no warrant shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the person or thing to be seized.

ecial taxes That all money collected on any tax levied or assessed for a special purpose shall be treated as a special fund in the treasury and paid out for such purpose only.

ensus to be en. **Sec. 6.** That whenever the existing insurrection in the Philippine Islands shall have ceased and a condition of general and complete peace shall have been established therein and the fact shall be certified to the President by the Philippine Commission, the President, upon being satisfied thereof, shall order a census of the Philippine Islands to be taken by said Philippine Commission; such census in its inquiries relating to the population shall take and make so far as practicable full report for all the inhabitants, of name, age, sex, race, or tribe, whether native or foreign born, literacy in Spanish, native dialect or language, or in English, school attendance, ownership of homes, industrial and social statistics, and such other information separately for each island, each province, and municipality, or other civil division, as the President and said Commission may deem necessary: *Provided*, That

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id of Census reau. the President may, upon the request of said Commission, in his discretion, employ the service of the Census Bureau in compiling and promulgating the statistical information above provided for, and may commit to such Bureau any part or portion of such labor as to him may seem wise.

eneral elec-, etc. Moros and -Christian es excluded **Sec. 7.** That two years after the completion and publication of the census, in case such condition of general and complete peace with recognition of the authority of the United States shall have continued in the territory of said Islands not inhabited by Moros or other non-Christian tribes and such facts shall have been certified to the President by the Philippine Commission, the President upon being satisfied thereof shall direct said Commission to call, and the Commission shall call, a general election for the choice of delegates to a popular assembly of the people of said territory in the Philippine Islands, which shall be known as the Philippine Assembly.

Legislative embly es-lished. After said assembly shall have convened and organized, all the legislative power heretofore conferred on the Philippine Commission in all that part of said Islands not inhabited by Moros or other non-Christian tribes shall be vested in a legislature consisting of two houses—The Philippine Commission and the Philippine Assembly. Said assembly shall consist of not less than fifty nor more than one hundred members, to be apportioned by said Commission among the provinces as nearly as practicable according to popu-

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inimum resentation lation: *Provided*, That no province shall have less than one member: *And provided further*, That provinces entitled by population to more than one

Election districts. member may be divided into such convenient districts as the said Commission may deem best.

Public notice. Public notice of such division shall be given at least ninety days prior to such election, and the election shall be held under rules and regulations to be prescribed by law. The qualification of electors in such election shall be the same as is now provided by law in case of electors in municipal elections. The members of assembly shall hold office for two years from the first day of January next following their election, and their successors shall be chosen by the people every second year thereafter. No person shall be eligible to such election who is not a qualified elector of the election district in which he may be chosen, owing allegiance to the United States, and twenty-five years of age.

Qualification of electors.

Terms of office Eligibility.

Annual sessions. The legislature shall hold annual sessions, commencing on the first Monday of February in each year and continuing not exceeding ninety days thereafter (Sundays and holidays not included): *Provided*, That the first meeting of the legislature shall be held upon the call of the governor within ninety days after the first election: *And provided further*, That if at the termination of any session the appropriations necessary for the support of government shall not have been made, an amount equal to the sums appropriated in the last appropriation bills for such purposes shall be deemed to be appropriated; and until the legislature shall act in such behalf the treasurer may, with the advice of the governor, make the payments necessary for the purposes aforesaid.

Provisos. First meeting

Provision for government expenses.

Special sessions. The legislature may be called in special session at any time by the civil governor for general legislation, or for action on such specific subjects as he may designate. No special session shall continue longer than thirty days, exclusive of Sundays.

Powers and duties. The assembly shall be the judge of the elections, returns, and qualifications of its members. A majority shall constitute a quorum to do business, but a smaller number may adjourn from day to day and may be authorized to compel the attendance of absent members. It shall choose its speaker and other officers, and the salaries of its members and officers shall be fixed by law. It may determine the rule of its proceedings, punish its members for disorderly behavior, and with the concurrence of two-thirds expel a member. It shall keep a journal of its proceedings, which shall be published, and the yeas and nays of the members on any question shall, on the demand of one-fifth of those present, be entered on the journal.

Resident commissioners to the United States. **Sec. 8.** That at the same time with the first meeting of the Philippine legislature, and biennially thereafter, there shall be chosen by said legislature, each house voting separately, two resident commissioners to the United States, who shall be entitled to an official recognition as such by all departments upon presentation to the President of a certificate of election by the civil governor of said islands, and each of whom shall be entitled to a salary payable monthly by the United States at the rate of five thousand dollars per annum, and two thousand dollars additional to cover all expenses: *Provided*, That no person shall be eligible to such election who is not a qualified elector of said islands, owing allegiance to the United States, and who is not thirty years of age.

Salaries.

Proviso. Eligibility.

Supreme Court, etc. Jurisdiction. **Sec. 9.** That the Supreme Court and the courts of first instance of the Philippine Islands shall possess and exercise jurisdiction as heretofore provided and such additional jurisdiction as shall hereafter be prescribed by the

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government of said Islands, subject to the power of said Government to change the practice and method of procedure. The municipal courts of said Islands shall possess and exercise jurisdiction as heretofore provided by the Philippine Commission, subject in all matters to such alteration and amendment as may be hereafter enacted by law; and the chief justice and associate justices of the supreme court shall hereafter be appointed by the President, by and with the advice and consent of the Senate, and shall receive the compensation heretofore prescribed by the Commission until otherwise provided by Congress. The judges of the court of first instance shall be appointed by the civil governor, by and with the advice and consent of the Philippine Commission: *Provided*, That the admiralty jurisdiction of the supreme court and courts of first instance shall not be changed except by Act of Congress.

Sec. 10. That the Supreme Court of the United States shall have jurisdiction to review, revise, reverse, modify, or affirm the final judgments and decrees of the supreme court of the Philippine Islands in all actions, cases, causes, and proceedings now pending therein or hereafter determined thereby in which the Constitution or any statute, treaty, title, right, or privilege of the United States is involved, or in causes in which the value in controversy exceeds twenty-five thousand dollars, or in which the title or possession of real estate exceeding in value the sum of twenty-five thousand dollars, to be ascertained by the oath of either party or of other competent witnesses, is involved or brought in question; and such final judgments or decrees may and can be reviewed, revised, reversed, modified, or affirmed by said Supreme Court of the United States on appeal or writ of error by the party aggrieved, in the same manner, under the same regulations, and by the same procedure, as far as applicable, as the final judgments and decrees of the circuit courts of the United States.

Sec. 11. That the government of the Philippine Islands is hereby authorized to provide for the needs of commerce by improving the harbors and navigable waters of said islands and to construct and maintain in said navigable waters and upon the shore adjacent thereto bonded warehouses, wharves, piers, light-houses, signal and life-saving stations, buoys, and like instruments of commerce, and to adopt and enforce regulations in regard thereto, including bonded warehouses wherein articles not intended to be imported into said islands nor mingled with the property therein, but brought into a port of said islands for reshipment to another country, may be deposited in bond and reshipped to another country without the payment of customs duties or charges.

Sec. 12. That all the property and rights which may have been acquired in the Philippine Islands by the United States under the treaty of peace with Spain, signed December tenth, eighteen hundred and ninety-eight, except such land or other property as shall be designated by the President of the United States for military and other reservations of the Government of the United States, are hereby placed under the control of the government of said islands to be administered for the benefit of the inhabitants thereof, except as provided in this Act.

Sec. 13. That the government of the Philippine Islands, subject to the provisions of this Act and except as herein provided, shall classify according to its agricultural character and productiveness, and shall immediately make rules and regulations for the lease, sale, or other disposition of the public

Exception. Regulations.

lands other than timber or mineral lands, but such rules and regulations shall not go into effect or have the force of law until they have received the approval of the President and when approved by the President they shall be submitted by him to Congress at the beginning of the next ensuing session thereof and unless disapproved or amended by Congress at said session they shall at the close of such period have the force and effect of law in the Philippine Islands:

Proviso. Homesteads.

Provided, That a single homestead entry shall not exceed sixteen hectares in extent.

Perfecting titles by present owners.

Sec. 14. That the government of the Philippine Islands is hereby authorized and empowered to enact rules and regulations and to prescribe terms and conditions to enable persons to perfect their title to public lands in said Islands, who, prior to the transfer of sovereignty from Spain to the United States, had fulfilled all or some of the conditions required by the Spanish laws and royal decrees of the Kingdom of Spain for the acquisition

Issuance of patents.

of legal title thereto yet failed to secure conveyance of title; and the Philippine Commission is authorized to issue patents, without compensation, to any native of said Islands, conveying title to any tract of land not more than sixteen hectares in extent, which were public lands and had been actually occupied by such native or his ancestors prior to and on the thirteenth of August, eighteen hundred and ninety-eight.

Limit of sales to settlers.

Sec. 15. That the government of the Philippine Islands is hereby authorized and empowered, on such terms as it may prescribe, by general legislation, to provide for the granting or sale and conveyance to actual occupants and settlers and other citizens of said islands such parts and portions of the public domain, other than timber and mineral lands, of the United States in said islands as it may deem wise, not exceeding sixteen hectares to any one person and for the sale and conveyance of not more than one thousand and twenty-four hectares to any corporation or association of persons:

Proviso. Occupancy, Improvement, etc.

Provided, That the grant or sale of such lands, whether the purchase price be paid at once or in partial payments, shall be conditioned upon actual and continued occupancy, improvement, and cultivation of the premises sold for a period of not less than five years, during which time the purchaser or grantee can not alienate or encumber said land or the title thereto; but such restriction shall not apply to transfers of rights and title of inheritance under the laws for the distribution of the estates of decedents.

Preference to actual occupants.

Sec. 16. That in granting or selling any part of the public domain under the provisions of the last preceding section, preference in all cases shall be given to actual occupants and settlers; and such public lands of the United

Natives.

States in the actual possession or occupancy of any native of the Philippine Islands shall not be sold by said government to any other person without the consent thereto of said prior occupant or settler first had and obtained:

Proviso. Limit of area.

Provided, That the prior right hereby secured to an occupant of land, who can show no other proof of title than possession, shall not apply to more than sixteen hectares in any one tract.

Protection of forests.

Sec. 17. That timber, trees, forests, and forest products on lands leased or demised by the government of the Philippine Islands under the provisions of this Act shall not be cut, destroyed, removed, or appropriated except by special permission of said government and under such regulations as it may prescribe.

of receipts. All moneys obtained from lease or sale of any portion of the public domain or from licenses to cut timber by the government of the Philippine Islands shall be covered into the insular treasury and be subject only to appropriation for insular purposes according to law.

rest laws, continued **Sec. 18.** That the forest laws and regulations now in force in the Philippine Islands, with such modifications and amendments as may be made by the government of said islands, are hereby continued in force, and no timber lands forming part of the public domain shall be sold, leased, or entered until the government of said islands, upon the certification of the forestry bureau that said lands are more valuable for agriculture than for forest uses, shall declare such lands so certified to be agricultural in character: *Provided*, That the said government shall have the right and is hereby empowered to issue licenses to cut, harvest, or collect timber or other forest products on reserved or unreserved public lands in said islands in accordance with the forest laws and regulations hereinbefore mentioned and under the provisions of this Act, and the said government may lease land to any person or persons holding such licenses, sufficient for a mill site, not to exceed four hectares in extent, and may grant rights of way to enable such person or persons to get access to the lands to which such licenses apply.

roviso. Timber licenses.

sis of water rileges. **Sec. 19.** That the beneficial use shall be the basis, the measure, and the limit of all rights to water in said islands, and the government of said islands is hereby authorized to make such rules and regulations for the use of water, and to make such reservations of public lands for the protection of the water supply, and for other public purposes not in conflict with the provisions of this Act, as it may deem best for the public good.

ieral lands.

Mineral lands.

eserved. **Sec. 20.** That in all cases public lands in the Philippine Islands valuable for minerals shall be reserved from sale, except as otherwise expressly directed by law.

rchase, etc. citizens. **Sec. 21.** That all valuable mineral deposits in public lands in the Philippine Islands, both surveyed and unsurveyed, are hereby declared to be free and open to exploration, occupation, and purchase, and the land in which they are found to occupation and purchase, by citizens of the United States, or of said Islands: *Provided*, That when on any lands in said Islands entered and occupied as agricultural lands under the provisions of this Act, but not patented, mineral deposits have been found, the working of such mineral deposits is hereby forbidden until the person, association, or corporation who or which has entered and is occupying such lands shall have paid to the government of said islands such additional sum or sums as will make the total amount paid for the mineral claim or claims in which said deposits are located equal to the amount charged by the government for the same as mineral claims.

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ocating of ieral claims **Sec. 22.** That mining claims upon land containing veins or lodes of quartz or other rock in place bearing gold, silver, cinnabar, lead, tin, copper, or other valuable deposits, located after the passage of this Act, whether located by one or more persons qualified to locate the same under the preceding section, shall be located in the following manner and under the following conditions: Any person so qualified desiring to locate a mineral claim shall, subject to the provisions of this Act with respect to land which may be used for mining, enter upon the same and locate a plot of ground measuring,

egulations.

where possible, but not exceeding, one thousand feet in length by one thousand feet in breadth, in as nearly as possible a rectangular form; that is to say: All angles shall be right angles, except in cases where a boundary line of a previously surveyed claim is adopted as common to both claims, but the lines need not necessarily be meridional. In defining the size of a mineral claim, it shall be measured horizontally, irrespective of inequalities of the surface of the ground.

Demarcation of claims.

Sec. 23. That a mineral claim shall be marked by two posts placed as nearly as possible on the line of the ledge or vein, and the posts shall be numbered one and two, and the distance between posts numbered one and two shall not exceed one thousand feet, the line between posts numbered one and two to be known as the location line; and upon posts numbered one and two shall be written the name given to the mineral claim, the name of the locator, and the date of the location. Upon post numbered one there shall be written, in addition to the foregoing, "Initial post," the approximate compass bearing of post numbered two, and a statement of the number of feet lying to the right and to the left of the line from the post numbered one to post numbered two, thus: "Initial post. Direction of post numbered two. ——— feet of this claim lie on the right and ——— feet on the left of the line from number one to number two post." All the particulars required to be put on number one and number two posts shall be furnished by the locator to the provincial secretary, or such other officer as by the Philippine government may be described as mining recorder, in writing, at the time the claim is recorded, and shall form a part of the record of such claim.

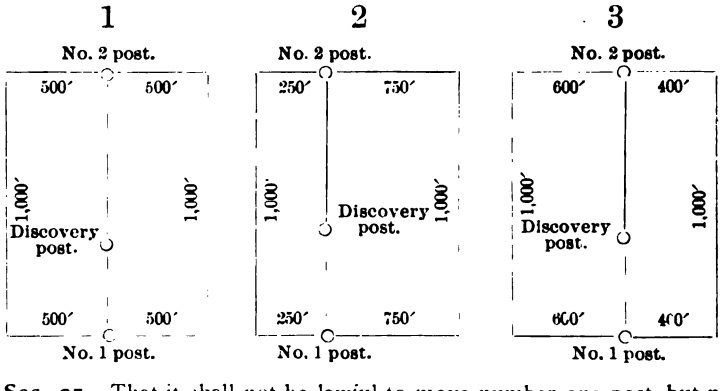
Marking lines of claims.

Sec. 24. That when a claim has been located the holder shall immediately mark the line between posts numbered one and two so that it can be distinctly seen. The locator shall also place a post at the point where he has found minerals in place, on which shall be written "Discovery post:" *Provided*, That when the claim is surveyed the surveyor shall be guided by the records of the claim, the sketch plan on the back of the declaration made by the owner when the claim was recorded, posts numbered one and two, and the notice on number one, the initial post.

Proviso. Surveys.

Examples of laying out claims.

Examples of various modes of laying out claims.



Removal of post number one unlawful.

Sec. 25. That it shall not be lawful to move number one post, but number two post may be moved by the deputy mineral surveyor when the distance

between posts numbered one and two exceeds one thousand feet, in order to place number two post one thousand feet from number one post on the line of location. When the distance between posts numbered one and two is less than one thousand feet the deputy mineral surveyor shall have no authority to extend the claim beyond number two.

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Sec. 26. That the "location line" shall govern the direction of one side of the claim, upon which the survey shall be extended according to this Act.

strictions.

Sec. 27. That the holder of a mineral claim shall be entitled to all minerals which may lie within his claim, but he shall not be entitled to mine outside the bounary lines of his claim continued vertically downward: *Provided*, That this Act shall not prejudice the rights of claim owners nor claim holders whose claims have been located under existing laws prior to this Act.

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Sec. 28. That no mineral claim of the full size shall be recorded without the application being accompanied by an affidavit made by the applicant or some person on his behalf cognizant of the facts—that the legal notices and posts have been put up; that mineral has been found in place on the claim proposed to be recorded; that the ground applied for is unoccupied by any other person. In the said declaration shall be set out the name of the applicant and the date of the location of the claim. The words written on the number one and number two posts shall be set out in full, and as accurate a description as possible of the position of the claim given with reference to some natural object or permanent monuments.

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Sec. 29. That no mineral claim which at the date of its record is known by the locator to be less than a full-sized mineral claim shall be recorded without the word "fraction" being added to the name of the claim, and the application being accompanied by an affidavit or solemn declaration made by the applicant or some person on his behalf cognizant of the facts: That the legal posts and notices have been put up; that mineral has been found in place on the fractional claim proposed to be recorded; that the ground applied for is unoccupied by any other person. In the said declaration shall be set out the name of the applicant and the date of the location of the claim. The words written on the posts numbered one and two shall be set out in full, and as accurate a description as possible of the position of the claim given. A sketch plan shall be drawn by the applicant on the back of the declaration, showing as near as may be the position of the adjoining mineral claims and the shape and size, expressed in feet, of the claim or fraction desired to be recorded: *Provided*, That the failure on the part of the locator of a mineral claim to comply with any of the foregoing provisions of this section shall not be deemed to invalidate such location, if upon the facts it shall appear that such locator has actually discovered mineral in place on said location, and that there has been on his part a bone fide attempt to comply with the provisions of this Act, and that the non-observance of the formalities hereinbefore referred to is not of a character calculated to mislead other persons desiring to locate claims in the vicinity.

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Sec. 30. That in cases where, from the nature or shape of the ground, it is impossible to mark the location line of the claim as provided by this Act then the claim may be marked by placing posts as nearly as possible to the location line, and noting the distance and direction such posts may be from

such location line, which distance and direction shall be set out in the record of the claim.

Recording laims.

Sec. 31. That every person locating a mineral claim shall record the same with the provincial secretary or such other officer as by the government of the Philippine Islands may be described as mining recorder of the district within which the same is situate, within thirty days after the location thereof. Such record shall be made in a book to be kept for the purpose in the office of the said provincial secretary or such other officer as by said government described as mining recorder, in which shall be inserted the name of the claim, the name of each locator, the locality of the mine, the direction of the location line, the length in feet, the date of location, and the date of the record. A claim which shall not have been recorded within the prescribed period shall be deemed to have been abandoned.

Disputes.

Sec. 32. That in case of any dispute as to the location of a mineral claim the title to the claim shall be recognized according to the priority of such location, subject to any question as to the validity of the record itself and subject to the holder having complied with all the terms and conditions of this Act.

Limit.

Sec. 33. That no holder shall be entitled to hold in his, its, or their own name or in the name of any other person, corporation, or association more than one mineral claim on the same vein or lode.

bandonment.

Sec. 34. That a holder may at any time abandon any mineral claim by giving notice, in writing, of such intention to abandon, to the provincial secretary or such other officer as by the government of the Philippine Islands may be described as mining recorder; and from the date of the record of such notice all his interest in such claim shall cease.

Proofs of citizenship.

Sec. 35. That proof of citizenship under the clauses of this Act relating to mineral lands may consist, in the case of an individual, of his own affidavit thereof; in the case of an association of persons unincorporated, of the affidavit of their authorized agent, made on his own knowledge or upon information and belief; and in the case of a corporation organized under the laws of the United States, or of any State or Territory thereof, or of the Philippine Islands, by the filing of a certified copy of their charter or certificate of incorporation.

Mining regations. equirements

Sec. 36. That the United States Philippine Commission or its successors may make regulations, not in conflict with the provisions of this Act, governing the location, manner of recording, and amount of work necessary to hold possession of a mining claim, subject to the following requirements:

Assessments.

On each claim located after the passage of this Act, and until a patent has been issued therefor, not less than one hundred dollars' worth of labor shall be performed or improvements made during each year: *Provided*, That upon a

Proviso. Relocation non-compliance with gulations.

failure to comply with these conditions the claim or mine upon which such failure occurred shall be open to relocation in the same manner as if no location of the same had ever been made, provided that the original locators, their heirs, assigns, or legal representatives have not resumed work upon the claim after failure and before such location. Upon the failure of any one of

Delinquent rt owners.

several co-owners to contribute his proportion of the expenditures required thereby, the co-owners who have performed the labor or made the improvements may, at the expiration of the year, give such delinquent co-owner personal notice in writing, or notice by publication in the newspaper published

nearest the claim, and in two newspapers published at Manila, one in the English language and the other in the Spanish language, to be designated by the chief of the Philippine insular bureau of public lands, for at least once a week for ninety days, and if, at the expiration of ninety days after such notice in writing or by publication such delinquent shall fail or refuse to contribute his proportion of the expenditure required by this section his interest in the claim shall become the property of his co-owners who have made the required expenditures. The period within which the work required to be done annually on all unpatented mineral claims shall commence on the first day of January succeeding the date of location of such claim.

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Sec. 37. That a patent for any land claimed and located for valuable mineral deposits may be obtained in the following manner: Any person, association, or corporation authorized to locate a claim under this Act, having claimed and located a piece of land for such purposes, who has or have complied with the terms of this Act, may file in the office of the provincial secretary, or such other officer as by the government of said Islands may be described as mining recorder of the province wherein the land claimed is located, an application for a patent, under oath, showing such compliance, together with a plat and field notes of the claim or claims in common, made by or under the direction of the chief of the Philippine insular bureau of public lands, showing accurately the boundaries of the claim, which shall be distinctly marked by monuments on the ground, and shall post a copy of such plat, together with a notice of such application for a patent, in a conspicuous place on the land embraced in such plat previous to the filing of the application for a patent, and shall file an affidavit of at least two persons that such notice has been duly posted, and shall file a copy of the notice in such office, and shall thereupon be entitled to a patent for the land, in the manner following: The provincial secretary, or such other officer as by the Philippine government may be described as mining recorder, upon the filing of such application, plat, field notes, notices, and affidavits, shall publish a notice that such an application has been made, once a week for the period of sixty days, in a newspaper to be by him designated as nearest to such claim and in two newspapers published at Manila, one in the English language and one in the Spanish language, to be designated by the chief of the Philippine insular bureau of public lands; and he shall also post such notice in his office for the same period. The claimant at the time of filing this application, or at any time thereafter within the sixty days of publication, shall file with the provincial secretary or such other officer as by the Philippine government may be described as mining recorder a certificate of the chief of the Philippine insular bureau of public lands that five hundred dollars' worth of labor has been expended or improvements made upon the claim by himself or grantors; that the plat is correct, with such further description by such reference to natural objects or permanent monuments as shall identify the claim, and furnish an accurate description to be incorporated in the patent. At the expiration of the sixty days of publication the claimant shall file his affidavit, showing that the plat and notice have been posted in a conspicuous place on the claim during such period of publication. If no adverse claim shall have been filed with the provincial secretary or such other officer as by the government of said islands may be described as mining recorder at the expiration of the sixty days of publica-

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tion, it shall be assumed that the applicant is entitled to a patent upon the payment to the provincial treasurer or the collector of internal revenue of five dollars per acre and that no adverse claim exists, and thereafter no objection from third parties to the issuance of a patent shall be heard, except it be shown that the applicant has failed to comply with the terms of this Act: *Provided*, That where the claimant for a patent is not a resident of or within the province wherein the land containing the vein, ledge, or deposit sought to be patented is located, the application for patent and the affidavits required to be made in this section by the claimant for such patent may be made by his, her, or its authorized agent where said agent is conversant with the facts sought to be established by said affidavits.

Proviso. Non-residents

Oath, etc., of on-resident pplicants.

Sec. 38. That applicants for mineral patents, if residing beyond the limits of the province or military department wherein the claim is situated, may make the oath or affidavit required for proof of citizenship before the clerk of any court of record, or before any notary public of any province of the Philippine Islands, or any other official in said islands authorized by law to administer oaths.

Adverse claims.

Sec. 39. That where an adverse claim is filed during the period of publication it shall be upon oath of the person or persons making the same, and shall show the nature, boundaries, and extent of such adverse claim, and all proceedings, except the publication of notice and making and filing of the affidavits thereof, shall be stayed until the controversy shall have been settled or decided by a court of competent jurisdiction or the adverse claim waived. It shall be the duty of the adverse claimant, within thirty days after filing his claim, to commence proceedings in a court of competent jurisdiction to determine the question of the right of possession, and prosecute the same with reasonable diligence to final judgment, and a failure so to do shall be a waiver of his adverse claim. After such judgment shall have been rendered the party entitled to the possession of the claim, or any portion thereof, may, without giving further notice, file a certified copy of the judgment roll with the provincial secretary or such other officer as by the government of the Philippine Islands may be described as mining recorder, together with the certificate of the chief of the Philippine insular bureau of public lands that the requisite amount of labor has been expended or improvements made thereon, and the description required in other cases, and shall pay to the provincial treasurer or the collector of internal revenue of the province in which the claim is situated, as the case may be, five dollars per acre for his claim, together with the proper fees, whereupon the whole proceedings and the judgment roll shall be certified by the provincial secretary or such other officer as by said government may be described as mining recorder to the secretary of the interior of the Philippine Islands, and a patent shall issue thereon for the claim, or such portion thereof as the applicant shall appear, from the decision of the court, rightly to possess. The adverse claim may be verified by the oath of any duly authorized agent or attorney in fact of the adverse claimant cognizant of the facts stated; and the adverse claimant, if residing or at the time being beyond the limits of the province wherein the claim is situated, may make oath to the adverse claim before the clerk of any court of record, or any notary public of any province or military department of the Philippine Islands, or any other officer authorized to administer oaths where the adverse claimant may then

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be. If it appears from the decision of the court that several parties are entitled to separate and different portions of the claim, each party may pay for his portion of the claim, with the proper fees, and file the certificate and description by the chief of the Philippine insular bureau of public lands, whereupon the provincial secretary or such other officer as by the government of said islands may be described as mining recorder shall certify the proceedings and judgment roll to the secretary of the interior for the Philippine Islands, as in the preceding case, and patents shall issue to the several parties according to their respective rights. If in any action brought pursuant to this section title to the ground in controvesy shall not be established by either party, the court shall so find, and judgment shall be entered accordingly. In such case costs shall not be allowed to either party, and the claimant shall not proceed in the office of the provincial secretary or such other offier as by the government of said islands may be described as mining recorder or be entitled to a patent for the ground in controversy until he shall have perfected his title. Nothing herein contained shall be construed to prevent the alienation of a title conveyed by a patent for a mining claim to any person whatever.

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Sec. 40. That the description of mineral claims upon surveyed lands shall designate the location of the claim with reference to the lines of the public surveys, but need not conform therewith; but where a patent shall be issued for claims upon unsurveyed lands the chief of the Philippine insular bureau of public lands in extending the surveys shall adjust the same to the boundaries of such patented claim according to the plat or description thereof, but so as in no case to interfere with or change the location of any such patented claim.

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Sec. 41. That any person authorized to enter lands under this Act may enter and obtain patent to lands that are chiefly valuable for building stone under the provisions of this Act relative to placer mineral claims.

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Sec. 42. That any person authorized to enter lands under this Act may enter and obtain patent to lands containing petroleum or other mineral oils and chiefly valuable therefor under the provisions of this Act relative to placer mineral claims.

claims.

Sec. 43. That no location of a placer claim shall exceed sixty-four hectares for any association of persons, irrespective of the number of persons composing such association, and no such location shall include more than eight hectares for an individual claimant. Such locations shall conform to the laws of the United States Philippine Commission, or its successors, with reference to public surveys, and nothing in this section contained shall defeat or impair any bona fide ownership of land for agricultural purposes or authorize the sale of the improvements of any bona fide settler to any purchaser.

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Sec. 44. That where placer claims are located upon surveyed lands and conform to legal subdivisions, no further survey or plat shall be required, and all placer mining claims located after the date of passage of this Act shall conform as nearly as practicable to the Philippine system of public-land surveys and the regular subdivisions of such surveys; but where placer claims can not be conformed to legal subdivisions, survey and plat shall be made as on unsurveyed lands; and where by the segregation of mineral lands in any legal subdivision a quantity of agricultural land less than sixteen hectares

shall remain, such fractional portion of agricultural land may be entered by any party qualified by law for homestead purposes.

Establishment of right to patent.

Sec. 45. That where such person or association, they and their grantors have held and worked their claims for a period equal to the time prescribed by the statute of limitations of the Philippine Islands, evidence of such possession and working of the claims for such period shall be sufficient to establish a right to a patent thereto under this Act, in the absence of any adverse claim; but nothing in this Act shall be deemed to impair any lien which may have attached in any way whatever prior to the issuance of a patent.

Prior liens not affected.

Appointment of deputy surveyors.

Expenses.

Sec. 46. That the chief of the Philippine insular bureau of public lands may appoint competent deputy mineral surveyors to survey mining claims. The expenses of the survey of vein or lode claims and of the survey of placer claims, together with the cost of publication of notices, shall be paid by the applicants, and they shall be at liberty to obtain the same at the most reasonable rates, and they shall also be at liberty to employ any such deputy mineral surveyor to make the survey. The chief of the Philippine insular bureau of public lands shall also have power to establish the maximum charges for surveys and publication of notices under this Act; and in case of excessive charges for publication he may designate any newspaper published in a province where mines are situated, or in Manila, for the publication of mining notices and fix the rates to be charged by such paper; and to the end that the chief of the bureau of public lands may be fully informed on the subject such applicant shall file with the provincial secretary, or such other officer as by the government of the Philippine Islands may be described as mining recorder, a sworn statement of all charges and fees paid by such applicant for publication and surveys, and of all fees and money paid the provincial treasurer or the collector of internal revenue, as the case may be, which statement shall be transmitted, with the other papers in the case, to the secretary of the interior for the Philippine Islands.

Charges for surveys.

Verification of affidavits.

Sec. 47. That all affidavits required to be made under this Act may be verified before any officer authorized to administer oaths within the province or military department where the claims may be situated, and all testimony and proofs may be taken before any such officer, and, when duly certified by the officer taking the same, shall have the same force and effect as if taken before the proper provincial secretary or such other officer as by the government of the Philippine Islands may be described as mining recorder: In cases of contest as to the mineral or agricultural character of land the testimony and proofs may be taken as herein provided on personal notice of at least ten days to the opposing party; or if such party can not be found, then by publication at least once a week for thirty days in a newspaper to be designated by the provincial secretary or such other officer as by said goverment may be described as mining recorder published nearest to the location of such land and in two newspapers published in Manila, one in the English language and one in the Spanish language, to be designated by the chief of the Philippine insular bureau of public lands; and the provincial secretary or such other officer as by said government may be described as mining recorder shall require proofs that such notice has been given

Testimony, etc.

Contests.

Patents of non-mineral lands, etc., for milling, etc.

Sec. 48. That where non-mineral land not contiguous to the vein or lode is used or occupied by the proprietor of such vein or lode for mining or milling purposes, such non-adjacent surface ground may be embraced and in-

cluded in an application for a patent for such vein or lode, and the same may be patented therewith, subject to the same preliminary requirements as to survey and notice as are applicable to veins or lodes; but no location of such non-adjacent land shall exceed two hectares, and payment for the same must be made at the same rate as fixed by this Act for the superficies of the lode.

ite pat- The owner of a quartz mill or reduction works not owning a mine in connection therewith may also receive a patent for his mill site as provided in this section.

:s for etc, **Sec. 49.** That as a condition of sale the Government of the Philippine Islands may provide rules for working, policing, and sanitation of mines, and rules concerning easements, drainage, water rights, right of way, right of Government survey and inspection, and other necessary means to their complete development not inconsistent with the provisions of this Act, and those

of dep- neral rs. conditions shall be fully expressed in the patent. The Philippine Commission or its successors are hereby further empowered to fix the bonds of deputy mineral surveyor.

:tion to water **Sec. 50.** That whenever by priority of possession rights to the use of water for mining, agricultural, manufacturing, or other purposes have vested and accrued and the same are recognized and acknowledged by the local customs, laws, and the decisions of courts, the possessors and owners of such vested rights shall be maintained and protected in the same, and the right of way for the construction of ditches and canals for the purposes herein specified is acknowledged and confirmed, but whenever any person, in the construction of any ditch or canal, injures or damages the possession of any settler on the public domain, the party committing such injury or damage shall be liable to the party injured for such injury or damage.

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patents to vest- rrights **Sec. 51.** That all patents granted shall be subject to any vested and accrued water rights, or rights to ditches and reservoirs used in connection with such water rights as may have been acquired under or recognized by the preceding section.

.blish- of land s, etc. **Sec. 52.** That the Government of the Philippine Islands is authorized to establish land districts and provide for the appointment of the necessary officers wherever they may deem the same necessary for the public convenience, and to further provide that in districts where land offices are established proceedings required by this Act to be had before provincial officers shall be had before the proper officers of such land offices.

and en- **Sec. 53.** That every person above the age of twenty-one years, who is a citizen of the United States, or of the Philippine Islands, or who has acquired the rights of a native of said islands under and by virtue of the treaty of Paris, or any association of persons severally qualified as above, shall, upon application to the proper provincial treasurer, have the right to enter any

s. quality [quantity?] of vacant coal lands of said Islands not otherwise appropriated or reserved by competent authority, not exceeding sixty-four hectares to such individual person, or one hundred and twenty-eight hectares to such association, upon payment to the provincial treasurer or the collector of

imum internal revenue, as the case may be, of not less than twenty-five dollars per hectare for such lands, where the same shall be situated more than fifteen miles from any completed railroad or available harbor or navigable stream, and not less than fifty dollars per hectare for such lands as shall be within

s. es. fifteen miles of such road, harbor, or stream: *Provided*, That such entries shall

be taken in squares of sixteen or sixty-four hectares, in conformity with the rules and regulations governing the public-land surveys of the said Islands in plotting legal subdivisions.

Preference right of entry.

Sec. 54. That any person or association of persons, severally qualified as above provided, who have opened and improved, or shall hereafter open and improve, any coal mine or mines upon the public lands, and shall be in actual possession of the same, shall be entitled to a preference right of entry under the preceding section of the mines so opened and improved.

Declaratory statement.

Sec. 55. That all claims under the preceding section must be presented to the proper provincial secretary within sixty days after the date of actual possession and the commencement of improvements on the land by the filing of a declaratory statement therefor; and where the improvements shall have been made prior to the expiration of three months from the date of the passage of this Act, sixty days from the expiration of such three months shall be allowed for the filing of a declaratory statement; and no sale under the provisions of this Act shall be allowed until the expiration of six months from the date of the passage of this Act.

Limit to entries.

Sec. 56. That the three preceding sections shall be held to authorize only one entry by the same person or association of persons, and no association of persons, any member of which shall have taken the benefit of such sections, either as an individual or as a member of any other association, shall enter or hold any other lands under the provisions thereof; and no member of any association which shall have taken the benefit of such section shall enter or hold any other lands under their provisions; and all persons claiming under section fifty-eight shall be required to prove their respective rights and pay for the land filed upon within one year from the time prescribed for filing their respective claims; and upon failure to file the proper notice or to pay for the land within the required period, the same shall be subject to entry by any other qualified applicant.

Saline lands. *Infra.*

Conflicting claims.

Sec. 57. That in case of conflicting claims upon coal lands where the improvements shall be commenced after the date of the passage of this Act, priority of possession and improvement, followed by proper filing and continued good faith, shall determine the preference right to purchase. And also where improvements have already been made prior to the passage of this Act, division of the land claimed may be made by legal subdivisions, which shall conform as nearly as practicable with the subdivisions of land provided for in this Act, to include as nearly as may be the valuable improvements of the respective parties. The Government of the Philippine Islands is authorized to issue all needful rules and regulations for carrying into effect the provisions of this and preceding sections relating to mineral lands.

Saline lands.

Auction sales.

Sec. 58. That whenever it shall be made to appear to the secretary of any province or the commander of any military department in the Philippine Islands that any lands within the province are saline in character, it shall be the duty of said provincial secretary or commander, under the regulations of the Government of the Philippine Islands, to take testimony in reference to such lands, to ascertain their true character, and to report the same to the secretary of the interior for the Philippine Islands; and if, upon such testimony, the secretary of the interior shall find that such lands are saline and incapable of being purchased under any of the laws relative to the public domain, then and in such case said lands shall be offered for sale at the office of the

provincial secretary or such other officer as by the said government may be described as mining recorder of the province or department in which the same shall be situated, as the case may be, under such regulations as may be pre-
ıales. scribed by said Government and sold to the highest bidder, for cash, at a price of not less than three dollars per hectare; and in case such lands fail to sell when so offered, then the same shall be subject to private sale at such office, for cash, at a price not less than three dollars per hectare, in the same manner
a ma- as other lands in the said Islands are sold. All executive proclamations relat-
ales. ing to the sales of public saline lands shall be published in only two newspapers, one printed in the English language and one in the Spanish language, at Manila, which shall be designated by said secretary of the interior.

lands from ·pub- **Sec. 59.** That no Act granting lands to provinces, districts, or municipalities to aid in the construction of roads, or for other public purposes, shall be so construed as to embrace mineral lands, which, in all cases, are reserved exclusively, unless otherwise specially provided in the Act or Acts making the grant.

lning sions ted. **Sec. 60.** That nothing in this Act shall be construed to affect the rights of any person, partnership, or corporation having a valid, perfected mining concession granted prior to April eleventh, eighteen hundred and ninety-nine, but all such concessions shall be conducted under the provisions of the law in force at the time they were granted, subject at all times to cancellation by reason of illegality in the procedure by which they were obtained, or for failure to comply with the conditions prescribed as requisite to their retention in the laws under which they were granted: *Provided*, That the owner or
ı i n g owners of every such concession shall cause the corners made by its bound-
rlines aries to be distinctly marked with permanent monuments within six months after this Act has been promulgated in the Philippine Islands, and that any concessions the boundaries of which are not so marked within this period shall be free and open to explorations and purchase under the provisions of this Act.

min- s. **Sec. 61.** That mining rights on public lands in the Philippine Islands shall, after the passage of this Act, be acquired only in accordance with its provisions.

lation fected con- lings. **Sec. 62.** That all proceedings for the cancellation of perfected Spanish concessions shall be conducted in the courts of the Philippine Islands having jurisdiction of the subject-matter and of the parties, unless the United States Philippine Commission, or its successors, shall create special tribunals for the determination of such controversies.

ı r ing)m re- rders, Authority for the Philippine Islands Government to purchase lands of religious orders and others and issue bonds for purchase price.

)rity ı to etc., per-)perty **Sec. 63.** That the government of the Philippine Islands is hereby authorized, subject to the limitations and conditions prescribed in this Act, to acquire, receive, hold, maintain, and convey title to real and personal property, and may acquire real estate for public uses by the exercise of the right of eminent domain.

sition rty of or. **Sec. 64.** That the powers hereinbefore conferred in section sixty-three may also be exercised in respect of any lands, easements, appurtenances, and hereditaments which, on the thirteenth of August, eighteen hundred and

ninety-eight, were owned or held by associations, corporations, communities, religious orders, or private individuals in such large tracts or parcels and in such manner as in the opinion of the Commission injuriously to affect the peace and welfare of the people of the Philippine Islands. And for the purpose of providing funds to acquire the lands mentioned in this section said government of the Philippine Islands is hereby empowered to incur indebtedness to borrow money, and to issue and to sell at not less than par value, in gold coin of the United States of the present standard value of the equivalent in value in money of said Islands, upon such terms and conditions as it may deem best, registered or coupon bonds of said government for such amount as may be necessary, said bonds to be in denominations of fifty dollars or any multiple thereof, bearing interest at a rate not exceeding four and a half per centum per annum, payable quarterly, and to be payable at the pleasure of said government after dates named in said bonds not less than five nor more than thirty years from the date of their issue, together with interest thereon, in gold coin of the United States of the present standard value or the equivalent in value in money of said Islands; and said bonds shall be exempt from the payment of all taxes or duties of said government, or any local authority therein, or of the Goverment of the United States, as well as from taxation in any form by or under State, municipal, or local authority in the United States or the Philippine Islands. The moneys which may be realized or received from the issue and sale of said bonds shall be applied by the government of the Philippine Islands to the acquisition of the property authorized by this section, and to no other purposes.

Issue of bonds authorized.

Denomination.

Interest.

Exempt from taxes, etc.

Disposition of property acquired.

Sec. 65. That all lands acquired by virtue of the preceding section shall constitute a part and portion of the public property of the government of the Philippine Islands, and may be held, sold, and conveyed, or leased temporarily for a period not exceeding three years after their acquisition by said government on such terms and conditions as it may prescribe, subject to the limitations and conditions provided for in this Act: *Provided*, That all deferred payments and the interest thereon shall be payable in the money prescribed for the payment of principal and interest of the bonds authorized to be issued in payment of said lands by the preceding section and said deferred payments shall bear interest at the rate borne by the bonds. All moneys realized or received from sales or other disposition of said lands or by reason thereof shall constitute a trust fund for the payment of principal and interest of said bonds, and also constitute a sinking fund for the payment of said bonds at their maturity. Actual settlers and occupants at the time said lands are acquired by the government shall have the preference over all others to lease, purchase, or acquire their holdings within such reasonable time as may be determined by said government.

Proviso.
Deferred payments, etc.

Use of proceeds.

Preference rights of settlers, etc.

Municipal bonds for public improvements.

Municipal bonds for public improvements.

Sec. 66. That for the purpose of providing funds to construct sewers, to furnish adequate sewer and drainage facilities, to secure a sufficient supply of water, and to provide all kinds of municipal betterments and improvements in municipalities, the government of the Philippine Islands, under such limitations, terms, and conditions as it may prescribe, with the consent and approval of the President and the Congress of the United States, may permit

any municipality of said islands to incur indebtedness, borrow money, and to issue and sell (at not less than par value in gold coin of the United States) registered or coupon bonds in such amount and payable at such time as may be determined by the government of said islands, with interest thereon not to exceed five per centum per annum: *Provided*, That the entire indebtedness of any municipality under this section shall not exceed five per centum of the assessed valuation of the property in said municipality, and any obligation in excess of such limit shall be null and void.

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Sec. 67. That all municipal bonds shall be in denominations of fifty dollars, or any multiple thereof, bearing interest at a rate not exceeding five per centum per annum, payable quarterly, such bonds to be payable at the pleasure of the government of the Philippine Islands, after dates named in said bonds not less than five nor more than thirty years from the date of their issue, together with the interest thereon, in gold coin of the United States of the present standard value, or its equivalent in value in money of the said islands; and said bonds shall be exempt from the payment of all taxes or duties of the government of the Philippine Islands, or any local authority therein, or the Government of the United States.

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Sec. 68. That all moneys which may be realized or received from the issue and sale of said bonds shall be utilized under authorization of the government of the Philippine Islands in providing the municipal improvements and betterment which induced the issue and sale of said bonds, and for no other purpose.

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Sec. 69. That the government of the Philippine Islands shall, by the levy and collection of taxes on the municipality, its inhabitants and their property, or by other means, make adequate provision to meet the obligation of the bonds of such municipality, and shall create a sinking fund sufficient to retire them and pay the interest thereon in accordance with the terms of issue: *Provided*, That if said bonds or any portion thereof shall be paid out of the funds of the government of said islands, such municipality shall reimburse said government for the sum thus paid, and said government is hereby empowered to collect said sum by the levy and collection of taxes on such municipality.

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Sec. 70. That for the purpose of providing funds to construct sewers in the city of Manila and to furnish it with an adequate sewer and drainage system and supply of water the government of the Philippine Islands, with the approval of the President of the United States first had, is hereby authorized to permit the city of Manila to incur indebtedness, to borrow money, and to issue and sell (at not less than par value in gold coin of the United States), upon such terms and conditions as it may deem best, registered or coupon bonds of the city of Manila to an amount not exceeding four million dollars lawful money of the United States, payable at such time or times as may be determined by said government, with interest thereon not to exceed five per centum per annum.

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Sec. 71. That said coupon or registered bonds shall be in denominations of fifty dollars or any multiple thereof, bearing interest at a rate not exceeding five per centum per annum, payable quarterly, such bonds to be payable at the pleasure of the government of the Philippine Islands, after dates named in said bonds not less than five nor more than thirty years from the date of their issue, together with the interest thereon in gold coin of the United States of

the present standard value, or the equivalent in value in money of the said Islands; and said bonds shall be exempt from the payment of all taxes or duties of the government of the said Islands, or of any local authority therein, or of the Government of the United States.

Exempt from taxes, etc.

Use of funds.

Sec. 72. That all moneys which may be realized or received from the issue and sale of said bonds shall be utilized under authorization of said government of the Philippine Islands in providing a suitable sewer and drainage system and adequate supply of water for the city of Manila and for no other purpose.

Taxes to meet bond obligations.

Sec. 73. That the government of the Philippine Islands shall, by the levy and collection of taxes on the city of Manila, its inhabitants and their property, or by other means, make adequate provision to meet the obligation of said bonds and shall create a sinking fund sufficient to retire them and pay the interest thereon in accordance with the terms of issue: *Provided*, That if said bonds or any portion thereof shall be paid out of the funds of the government of said islands, said city shall reimburse said government for the sum thus paid, and said government is hereby empowered to collect said sum by the levy and collection of taxes on said city.

Proviso. Reimbursement.

Franchises, etc.

Franchises.

Government authorized to grant.

Sec. 74. That the government of the Philippine Islands may grant franchises, privileges, and concessions, including the authority to exercise the right of eminent domain for the construction and operation of works of public utility and service, and may authorize said works to be constructed and maintained over and across the public property of the United States, including streets, highways, squares, and reservations, and over similar property of the government of said Islands, and may adopt rules and regulations under which the provincial and municipal governments of the islands may grant the right to use and occupy such public property belonging to said provinces or municipalities: *Provided*, That no private property shall be taken for any purpose under this section without just compensation paid or tendered therefor, and that such authority to take and occupy land shall not authorize the taking, use, or occupation of any land except such as is required for the actual necessary purposes for which the franchise is granted, and that no franchise, privilege, or concession shall be granted to any corporation except under the conditions that it shall be subject to amendment, alteration, or repeal by the Congress of the United States, and that lands or rights of use and occupation of lands thus granted shall revert to the governments by which they were respectively granted upon the termination of the franchises and concessions under which they were granted or upon their revocation or repeal. That all franchises, privileges, or concessions granted under this Act shall forbid the issue of stock or bonds except in exchange for actual cash, or for property at a fair valuation, equal to the par value of the stock or bonds so issued; shall forbid the declaring of stock or bond dividends, and, in the case of public-service corporations, shall provide for the effective regulation of the charges thereof, for the official inspection and regulation of the books and accounts of such corporations, and for the payment of a reasonable percentage of gross earnings into the treasury of the Philippine Islands or of the province or municipality within which such franchises are granted and exercised: *Provided further*, That it shall be unlawful for any corporation

Proviso. Private property, etc.

Franchises subject to amendments, etc., by Congress.

Issuance of stock, etc., restricted.

Dividends.

Inspection of books, etc.

Proviso. Slave labor prohibited.

organized under this Act, or for any person, company, or corporation receiving any grant, franchise, or concession from the government of said Islands, to use, employ, or contract for the labor of persons claimed or alleged to be held in involuntary servitude; and any person, company, or corporation so violating the provisions of this Act shall forfeit all charters, grants, franchises, and concessions for doing business in said Islands, and in addition shall be deemed guilty of an offense, and shall be punished by a fine of not less than ten thousand dollars.

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Sec. 75. That no corporation shall be authorized to conduct the business of buying and selling real estate or be permitted to hold or own real estate except such as may be reasonably necessary to enable it to carry out the purposes for which it is created, and every corporation authorized to engage in agriculture shall by its charter be restricted to the ownership and control of not to exceed one thousand and twenty-four hectares of land; and it shall be unlawful for any member of a corporation engaged in agriculture or mining and for any corporation organized for any purpose except irrigation to be in any wise interested in any other corporation engaged in agriculture or in mining. Corporations, however, may loan funds upon real-estate security and purchase real estate when necessary for the collection of loans, but they shall dispose of real estate so obtained within five years after receiving the title. Corporations not organized in the Philippine Islands, and doing business therein, shall be bound by the provisions of this section so far as they are applicable.

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Coinage.

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Sec. 76. That the government of the Philippine Islands is hereby authorized to establish a mint at the city of Manila, in said islands, for coinage purposes, and the coins hereinafter authorized may be coined at said mint. And the said government is hereby authorized to enact laws necessary for such establishment: *Provided*, That the laws of the United States relating to mints and coinage, so far as applicable, are hereby extended to the coinage of said islands.

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Sec. 77. That the government of the Philippine Islands is authorized to coin, for use in said islands, a coin of the denomination of fifty centavos and of the weight of one hundred and ninety-two and nine-tenth grains, a coin of the denomination of twenty centavos and of the weight of seventy-seven and sixteen one-hundredths grains, and a coin of the denomination of ten centavos and of the weight of thirty-eight and fifty-eight one-hundredths grains, and the standard of said silver coins shall be such that of one thousand parts by weight nine hundred shall be of pure metal and one hundred of alloy, and the alloy shall be of copper.

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Sec. 78. That the subsidiary silver coins authorized by the preceding section shall be coined under the authority of the government of the Philippine Islands in such amounts as it may determine; with the approval of the Secretary of War of the United States, from silver bullion purchased by said government, with the approval of the Secretary of War of the United States: *Provided*, That said government may in addition and in its discretion recoin the Spanish Filipino dollars and subsidiary silver coins issued under the authority of the Spanish Government for use in said islands into the subsidiary coins provided for in the preceding section at such rate and under

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such regulations as it may prescribe, and the subsidiary silver coins authorized by this section shall be legal tender in said islands to the amount of ten dollars.

Minor coins.

Sec. 79. That the government of the Philippine Islands is also authorized to issue minor coins of the denominations of one-half centavo, one centavo, and five centavos, and such minor coins shall be legal tender in said islands for amounts not exceeding one dollar. The alloy of the five-centavo piece shall be of copper and nickel, to be composed of three-fourths copper and one-fourth nickel. The alloy of the one-centavo and one-half-centavo pieces shall be ninety-five per centum of copper and five per centum of tin and zinc, in such proportions as shall be determined by said government. The weight of the five-centavo piece shall be seventy-seven and sixteen-hundredths grains troy, and of the one-centavo piece eighty grains troy, and of the one-half-centavo piece forty grains troy.

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Weight.

Purchase of metal.

Sec. 80. That for the purchase of metal for the subsidiary and minor coinage, authorized by the preceding sections, an appropriation may be made by the government of the Philippine Islands from its current funds, which shall be reimbursed from the coinage under said sections; and the gain or seigniorage arising therefrom shall be paid into the treasury of said Islands.

Place of coinage optional.

Sec. 81. That the subsidiary and minor coinage hereinbefore authorized may be coined at the mint of the government of the Philippine Islands at Manila, or arrangements may be made by the said government with the Secretary of the Treasury of the United States for their coinage at any of the mints of the United States, at a charge covering the reasonable cost of the work.

Devices and inscriptions.

Sec. 82. That the subsidiary and minor coinage hereinbefore authorized shall bear devices and inscriptions to be prescribed by the government of the Philippine Islands and such devices and inscriptions shall express the sovereignty of the United States, that it is a coin of the Philippine Islands, the denomination of the coin, and the year of the coinage.

Redemption and reissue of defective coins etc.

Sec. 83. That the government of the Philippine Islands shall have the power to make all necessary appropriations and all proper regulations for the redemption and reissue of worn or defective coins and for carrying out all other provisions of this Act relating to coinage.

United States shipping, customs, etc., laws made applicable.

Sec. 84. That the laws relating to entry, clearance, and manifests of steamships and other vessels arriving from or going to foreign ports shall apply to voyages each way between the Philippine Islands and the United States and the possessions thereof, and all laws relating to the collection and protection of customs duties not inconsistent with the Act of Congress of March eighth, nineteen hundred and two, "temporarily to provide revenue for the Philippine Islands," shall apply in the case of vessels and goods arriving from said Islands in the United States and its aforesaid possessions.

Customs duties.

Seamen on foreign voyages.

The laws relating to seamen on foreign voyages shall apply to seamen on vessels going from the United States and its possessions aforesaid to said Islands, the customs officers there being for this purpose substituted for consular officers in foreign ports.

Customs officers substituted for consular officers.

Transportation of passengers and merchandise.

The provisions of chapters six and seven, title forty-eight, Revised Statutes, so far as now in force, and any amendments thereof, shall apply to vessels making voyages either way between ports of the United States or its aforesaid possession and ports in said Islands; and the provisions of law

Log book entries.

.4252- relating to the public health and quarantine shall apply in the case of all
10-828. vessels entering a port of the United States or its aforesaid possessions from said Islands, where the customs officers at the port of departure shall perform the duties required by such law of consular officers in foreign ports.

t of Section three thousand and five, Revised Statutes, as amended, and other
lise. existing laws concerning the transit of merchandise through the United
:.3005, States, shall apply to merchandise arriving at any port of the United States destined for any of its insular and continental possessions, or destined from any of them to foreign countries.

laws Nothing in this Act shall be held to repeal or alter any part of the Act of
l. March eighth, nineteen hundred and two, aforesaid, or to apply to Guam, Tutuila, or Manua, except that section eight of an Act entitled "An Act
alent to revise and amend the tariff laws of the Philippine Archipelago," enacted
oney by the Philippine Commission on the seventeenth of September, nineteen hundred and one, and approved by an Act entitled "An Act temporarily to provide revenues for the Philippine Islands, and for other purposes," approved March eighth, nineteen hundred and two, is hereby amended so as to authorize the Civil Governor thereof in his discretion to establish the equivalent rates of the money in circulation in said Islands with the money of the United States as often as once in ten days.

tories **Sec. 85.** That the treasury of the Philippine Islands and such banking
blic associations in said islands with a paid up capital of not less than two million dollars and chartered by the United States or any State thereof as may be designated by the Secretary of War and the Secretary of the Treasury of the United States shall be depositories of public money of the United States, subject to the provisions of existing law governing such depositories in the United States: *Provided*, That the treasury of the government of said islands
t of shall not be required to deposit bonds in the Treasury of the United States,
c., not or to give other specific securities for the safe-keeping of public money except as prescribed, in his discretion, by the Secretary of War.

o an- **Sec. 86.** That all laws passed by the government of the Philippine
ws re- Islands shall be reported to Congress, which hereby reserves the power and
Con- authority to annul the same, and the Philippine Commission is hereby directed to make annual report of all its receipts and expenditures to the Secretary of War.

Bureau of insular affairs.

of In- **Sec. 87.** That the Division of Insular Affairs of the War Department,
airs. organized by the Secretary of War, is hereby continued until otherwise pro-
s sub- vided, and shall hereafter be known as the Bureau of Insular Affairs of the
juris- War Department. The business assigned to said Bureau shall embrace all
f War matters pertaining to civil government in the island possessions of the United
ent. States, subject to the jurisdiction of the War Department; and the Secretary
f Bu- of War is hereby authorized to detail an officer of the Army whom he may consider especially well qualified, to act under the authority of the Secretary of War as the chief of said Bureau; and said officer while acting under said detail shall have the rank, pay, and allowances of a colonel.

Sec. 88. That all Acts and parts of Acts inconsistent with this Act are hereby repealed.

Approved, July 1, 1902.

[Act. No. 80.]

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF ABSENCE AND TRANSPORTATION OF APPOINTEES UNDER THE PHILIPPINE CIVIL SERVICE.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Section 1. It shall be the duty of the heads of departments, bureaus or offices in the Philippine Civil Service to require of all employés, of whatever grade or class, not less than six hours of labor each day, not including time for lunch and exclusive of Sundays, and of Saturdays after the hours of 12.30 p. m., and of days declared public holidays by law or executive order, but the head of any department, bureau or office may, in the interest of the public service, extend the daily hours of labor herein specified for any or all of the employés in his office, and in case of such extension it shall be without additional compensation. The head of any department, bureau or office, the work of which is of such a nature as to require the constant presence of one or more employés, may detail the necessary number of employés, to perform labor on Sundays, Saturday afternoons, or public holidays, but shall exempt employés so detailed from labor on other days so that the total labor which is required of each employé so detailed during each quarter shall not be in excess of that required of other employés in such department, bureau or office not so detailed. In cases of special emergency, the head of any department, bureau or office may also detail the necessary number of employés to perform labor on Sundays, Saturday afternoons or public holidays under the restrictions above provided.

Amended Jan. 28, 1902.

Sec. 2. The head of any department or office may grant leave of absence with pay during a calendar year to each employé, exclusive of Sundays and days declared public holidays by law or executive order, in accordance with the following schedule: An employé receiving an annual salary of less than six hundred dollars shall be granted fifteen days leave; an employé receiving an annual salary of six hundred dollars or more, but less than one thousand dollars, shall be granted twenty days leave; an employé receiving an annual salary of one thousand dollars or more, but less than eighteen hundred dollars, shall be granted thirty days leave; an employé receiving an annual salary of eighteen hundred dollars or more shall be granted thirty-five days leave. If an employé elects in any one year to postpone any or all of the leave to which he is entitled under this section, such leave shall accumulate, and in case he is granted leave for the purpose of visiting the United States he shall be allowed, with half pay, in addition to his leave, the actual and necessary time occupied by him in going to and returning from San Francisco: provided, that such leave to visit the United States under these conditions shall not be granted to any employé more than once in three years, or

to any employé who has not accumulated to his credit leave allowed for two full years. The provisions of this section shall be retroactive in effect so as to entitle employés of the civil service in the Philippine Islands, whether serving as such by regular appointment or by detail from the Army or Navy of the United States, previous to this act to any accumulated leave to which they would have been entitled had this act been in effect at the date of their employment or detail.

Sec. 3. In exceptional and meritorious cases where an employé is personally ill and also in cases where any member of the immediate family of an employé is afflicted with a contagious disease, making the presence of such employé in the department or office in which he is employed unsafe for the health of his fellow employés, the head of the department or office may, in his discretion, grant to such employé, in addition to the leave provided in section 2, a leave of absence not exceeding sixty days in any calendar year. Further leave, if granted, shall be without pay, but when leave with and without pay of the employé under this section aggregates more than six months he shall be immediately separated from the service.

nded Jan. 1902.

Sec. 4. The appointment of persons residing in the United States to the Philippine civil service shall be subject to the following conditions:

(1) A person residing in the United States who is appointed to the Philippine civil service shall pay his traveling expenses from the place of his residence in the United States to San Francisco, but his traveling expenses from San Francisco to Manila shall be borne by the Insular Government if he shall come by the steamer and route directed by the Chief Executive of the Islands. Provided that, at the expiration of six months of satisfactory service in the Philippines, his traveling expenses from the place of his residence in the United States to the point of embarkation for Manila, shall be refunded to him.

(2) He shall be allowed half salary from the date of embarkation at San Francisco and full salary from the date of his arrival in the Islands: provided, that he proceeds directly to the Islands, otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey between such two points.

(3) A person who has been employed in the Philippine civil service for three years or more after the passage of the Civil Service Act shall, if he so requests, upon his retirement from the service, be furnished with transportation from Manila to San Francisco and shall be allowed half salary for thirty days in addition to full salary for the period to which he may be entitled as leave of absence under the provisions of this act.

Sec. 5. This act shall take effect on its passage.

Enacted, January 26, 1901.

be taken in squares of sixteen or sixty-four hectares, in conformity with the rules and regulations governing the public-land surveys of the said Islands in plotting legal subdivisions.

Preference right of entry.

Sec. 54. That any person or association of persons, severally qualified as above provided, who have opened and improved, or shall hereafter open and improve, any coal mine or mines upon the public lands, and shall be in actual possession of the same, shall be entitled to a preference right of entry under the preceding section of the mines so opened and improved.

Declaratory statement.

Sec. 55. That all claims under the preceding section must be presented to the proper provincial secretary within sixty days after the date of actual possession and the commencement of improvements on the land by the filing of a declaratory statement therefor; and where the improvements shall have been made prior to the expiration of three months from the date of the passage of this Act, sixty days from the expiration of such three months shall be allowed for the filing of a declaratory statement; and no sale under the provisions of this Act shall be allowed until the expiration of six months from the date of the passage of this Act.

Limit to entries.

Sec. 56. That the three preceding sections shall be held to authorize only one entry by the same person or association of persons, and no association of persons, any member of which shall have taken the benefit of such sections, either as an individual or as a member of any other association, shall enter or hold any other lands under the provisions thereof; and no member of any association which shall have taken the benefit of such section shall enter or hold any other lands under their provisions; and all persons claiming under section fifty-eight shall be required to prove their respective rights and pay for the land filed upon within one year from the time prescribed for filing their respective claims; and upon failure to file the proper notice or to pay for the land within the required period, the same shall be subject to entry by any other qualified applicant.

Saline lands. *Infra.*

Conflicting claims.

Sec. 57. That in case of conflicting claims upon coal lands where the improvements shall be commenced after the date of the passage of this Act, priority of possession and improvement, followed by proper filing and continued good faith, shall determine the preference right to purchase. And also where improvements have already been made prior to the passage of this Act, division of the land claimed may be made by legal subdivisions, which shall conform as nearly as practicable with the subdivisions of land provided for in this Act, to include as nearly as may be the valuable improvements of the respective parties. The Government of the Philippine Islands is authorized to issue all needful rules and regulations for carrying into effect the provisions of this and preceding sections relating to mineral lands.

Saline lands.

Sec. 58. That whenever it shall be made to appear to the secretary of any province or the commander of any military department in the Philippine Islands that any lands within the province are saline in character, it shall be the duty of said provincial secretary or commander, under the regulations of the Government of the Philippine Islands, to take testimony in reference to such lands, to ascertain their true character, and to report the same to the secretary of the interior for the Philippine Islands; and if, upon such testimony, the secretary of the interior shall find that such lands are saline and incapable of being purchased under any of the laws relative to the public domain, then and in such case said lands shall be offered for sale at the office of the

Auction sales.

provincial secretary or such other officer as by the said government may be described as mining recorder of the province or department in which the same shall be situated, as the case may be, under such regulations as may be pre-
te sales. scribed by said Government and sold to the highest bidder, for cash, at a price of not less than three dollars per hectare; and in case such lands fail to sell when so offered, then the same shall be subject to private sale at such office, for cash, at a price not less than three dollars per hectare, in the same manner
c l a ma- as other lands in the said Islands are sold. All executive proclamations relat-
f sales. ing to the sales of public saline lands shall be published in only two newspapers, one printed in the English language and one in the Spanish language, at Manila, which shall be designated by said secretary of the interior.

ral lands ed from for pub- rks. **Sec. 59.** That no Act granting lands to provinces, districts, or municipalities to aid in the construction of roads, or for other public purposes, shall be so construed as to embrace mineral lands, which, in all cases, are reserved exclusively, unless otherwise specially provided in the Act or Acts making the grant.

r mining e s sions fected. **Sec. 60.** That nothing in this Act shall be construed to affect the rights of any person, partnership, or corporation having a valid, perfected mining concession granted prior to April eleventh, eighteen hundred and ninety-nine, but all such concessions shall be conducted under the provisions of the law in force at the time they were granted, subject at all times to cancellation by reason of illegality in the procedure by which they were obtained, or for failure to comply with the conditions prescribed as requisite to their retention in the laws under which they were granted: *Provided*, That the owner or

so. r k i n g lary lines owners of every such concession shall cause the corners made by its boundaries to be distinctly marked with permanent monuments within six months after this Act has been promulgated in the Philippine Islands, and that any concessions the boundaries of which are not so marked within this period shall be free and open to explorations and purchase under the provisions of this Act.

ire min- ghts. **Sec. 61.** That mining rights on public lands in the Philippine Islands shall, after the passage of this Act, be acquired only in accordance with its provisions.

cellation perfected sh con- ns. ceedings. **Sec. 62.** That all proceedings for the cancellation of perfected Spanish concessions shall be conducted in the courts of the Philippine Islands having jurisdiction of the subject-matter and of the parties, unless the United States Philippine Commission, or its successors, shall create special tribunals for the determination of such controversies.

quiring from re- s orders, **Authority for the Philippine Islands Government to purchase lands of religious orders and others and issue bonds for purchase price.**

.horityrred to re, etc., and per- property **Sec. 63.** That the government of the Philippine Islands is hereby authorized, subject to the limitations and conditions prescribed in this Act, to acquire, receive, hold, maintain, and convey title to real and personal property, and may acquire real estate for public uses by the exercise of the right of eminent domain.

quisition operty of ous or- etc. **Sec. 64.** That the powers hereinbefore conferred in section sixty-three may also be exercised in respect of any lands, easements, appurtenances, and hereditaments which, on the thirteenth of August, eighteen hundred and

ninety-eight, were owned or held by associations, corporations, communities, religious orders, or private individuals in such large tracts or parcels and in such manner as in the opinion of the Commission injuriously to affect the peace and welfare of the people of the Philippine Islands. And for the purpose of providing funds to acquire the lands mentioned in this section said government of the Philippine Islands is hereby empowered to incur indebtedness to borrow money, and to issue and to sell at not less than par value, in gold coin of the United States of the present standard value of the equivalent in value in money of said Islands, upon such terms and conditions as it may deem best, registered or coupon bonds of said government for such amount as may be necessary, said bonds to be in denominations of fifty dollars or any multiple thereof, bearing interest at a rate not exceeding four and a half per centum per annum, payable quarterly, and to be payable at the pleasure of said government after dates named in said bonds not less than five nor more than thirty years from the date of their issue, together with interest thereon, in gold coin of the United States of the present standard value or the equivalent in value in money of said Islands; and said bonds shall be exempt from the payment of all taxes or duties of said government, or any local authority therein, or of the Goverment of the United States, as well as from taxation in any form by or under State, municipal, or local authority in the United States or the Philippine Islands. The moneys which may be realized or received from the issue and sale of said bonds shall be applied by the government of the Philippine Islands to the acquisition of the property authorized by this section, and to no other purposes.

Issue of bonds authorized.

Denomination.

Interest.

Exempt from taxes, etc.

Disposition of property acquired.

Sec. 65. That all lands acquired by virtue of the preceding section shall constitute a part and portion of the public property of the government of the Philippine Islands, and may be held, sold, and conveyed, or leased temporarily for a period not exceeding three years after their acquisition by said government on such terms and conditions as it may prescribe, subject to the limitations and conditions provided for in this Act: *Provided*, That all deferred payments and the interest thereon shall be payable in the money prescribed for the payment of principal and interest of the bonds authorized to be issued in payment of said lands by the preceding section and said deferred payments shall bear interest at the rate borne by the bonds. All moneys realized or received from sales or other disposition of said lands or by reason thereof shall constitute a trust fund for the payment of principal and interest of said bonds, and also constitute a sinking fund for the payment of said bonds at their maturity. Actual settlers and occupants at the time said lands are acquired by the government shall have the preference over all others to lease, purchase, or acquire their holdings within such reasonable time as may be determined by said government.

Proviso.
Deferred payments, etc.

Use of proceeds.

Preference rights of settlers, etc.

Municipal bonds for public improvements.

Municipal bonds for public improvements.

Sec. 66. That for the purpose of providing funds to construct sewers, to furnish adequate sewer and drainage facilities, to secure a sufficient supply of water, and to provide all kinds of municipal betterments and improvements in municipalities, the government of the Philippine Islands, under such limitations, terms, and conditions as it may prescribe, with the consent and approval of the President and the Congress of the United States, may permit

any municipality of said islands to incur indebtedness, borrow money, and to issue and sell (at not less than par value in gold coin of the United States) registered or coupon bonds in such amount and payable at such time as may be determined by the government of said islands, with interest thereon not to exceed five per centum per annum: *Provided*, That the entire indebtedness of any municipality under this section shall not exceed five per centum of the assessed valuation of the property in said municipality, and any obligation in excess of such limit shall be null and void.

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Sec. 67. That all municipal bonds shall be in denominations of fifty dollars, or any multiple thereof, bearing interest at a rate not exceeding five per centum per annum, payable quarterly, such bonds to be payable at the pleasure of the government of the Philippine Islands, after dates named in said bonds not less than five nor more than thirty years from the date of their issue, together with the interest thereon, in gold coin of the United States of the present standard value, or its equivalent in value in money of the said islands; and said bonds shall be exempt from the payment of all taxes or duties of the government of the Philippine Islands, or any local authority therein, or the Government of the United States.

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Sec. 68. That all moneys which may be realized or received from the issue and sale of said bonds shall be utilized under authorization of the government of the Philippine Islands in providing the municipal improvements and betterment which induced the issue and sale of said bonds, and for no other purpose.

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Sec. 69. That the government of the Philippine Islands shall, by the levy and collection of taxes on the municipality, its inhabitants and their property, or by other means, make adequate provision to meet the obligation of the bonds of such municipality, and shall create a sinking fund sufficient to retire them and pay the interest thereon in accordance with the terms of issue: *Provided*, That if said bonds or any portion thereof shall be paid out of the funds of the government of said islands, such municipality shall reimburse said government for the sum thus paid, and said government is hereby empowered to collect said sum by the levy and collection of taxes on such municipality.

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Sec. 70. That for the purpose of providing funds to construct sewers in the city of Manila and to furnish it with an adequate sewer and drainage system and supply of water the government of the Philippine Islands, with the approval of the President of the United States first had, is hereby authorized to permit the city of Manila to incur indebtedness, to borrow money, and to issue and sell (at not less than par value in gold coin of the United States), upon such terms and conditions as it may deem best, registered or coupon bonds of the city of Manila to an amount not exceeding four million dollars lawful money of the United States, payable at such time or times as may be determined by said government, with interest thereon not to exceed five per centum per annum.

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Sec. 71. That said coupon or registered bonds shall be in denominations of fifty dollars or any multiple thereof, bearing interest at a rate not exceeding five per centum per annum, payable quarterly, such bonds to be payable at the pleasure of the government of the Philippine Islands, after dates named in said bonds not less than five nor more than thirty years from the date of their issue, together with the interest thereon in gold coin of the United States of

the present standard value, or the equivalent in value in money of the said Islands; and said bonds shall be exempt from the payment of all taxes or duties of the government of the said Islands, or of any local authority therein, or of the Government of the United States.

Exempt from taxes, etc.

Use of funds.

Sec. 72. That all moneys which may be realized or received from the issue and sale of said bonds shall be utilized under authorization of said government of the Philippine Islands in providing a suitable sewer and drainage system and adequate supply of water for the city of Manila and for no other purpose.

Taxes to meet bond obligations.

Sec. 73. That the government of the Philippine Islands shall, by the levy and collection of taxes on the city of Manila, its inhabitants and their property, or by other means, make adequate provision to meet the obligation of said bonds and shall create a sinking fund sufficient to retire them and pay the interest thereon in accordance with the terms of issue: *Provided*, That if said bonds or any portion thereof shall be paid out of the funds of the government of said islands, said city shall reimburse said government for the sum thus paid, and said government is hereby empowered to collect said sum by the levy and collection of taxes on said city.

Proviso. Reimbursement.

Franchises, etc.

Franchises.

Government authorized to grant.

Sec. 74. That the government of the Philippine Islands may grant franchises, privileges, and concessions, including the authority to exercise the right of eminent domain for the construction and operation of works of public utility and service, and may authorize said works to be constructed and maintained over and across the public property of the United States, including streets, highways, squares, and reservations, and over similar property of the government of said Islands, and may adopt rules and regulations under which the provincial and municipal governments of the islands may grant the right to use and occupy such public property belonging to said provinces or municipalities: *Provided*, That no private property shall be taken for any purpose under this section without just compensation paid or tendered therefor, and that such authority to take and occupy land shall not authorize the taking, use, or occupation of any land except such as is required for the actual necessary purposes for which the franchise is granted, and that no franchise, privilege, or concession shall be granted to any corporation except under the conditions that it shall be subject to amendment, alteration, or repeal by the Congress of the United States, and that lands or rights of use and occupation of lands thus granted shall revert to the governments by which they were respectively granted upon the termination of the franchises and concessions under which they were granted or upon their revocation or repeal. That all franchises, privileges, or concessions granted under this Act shall forbid the issue of stock or bonds except in exchange for actual cash, or for property at a fair valuation, equal to the par value of the stock or bonds so issued; shall forbid the declaring of stock or bond dividends, and, in the case of public-service corporations, shall provide for the effective regulation of the charges thereof, for the official inspection and regulation of the books and accounts of such corporations, and for the payment of a reasonable percentage of gross earnings into the treasury of the Philippine Islands or of the province or municipality within which such franchises are granted and exercised: *Provided further*, That it shall be unlawful for any corporation

Proviso. Private property, etc.

Franchises subject to amendments, etc., by Congress.

Issuance of stock, etc., restricted.

Dividends.

Inspection of books, etc.

Proviso. Slave labor prohibited.

organized under this Act, or for any person, company, or corporation receiving any grant, franchise, or concession from the government of said Islands, to use, employ, or contract for the labor of persons claimed or alleged to be held in involuntary servitude; and any person, company, or corporation so violating the provisions of this Act shall forfeit all charters, grants, franchises, and concessions for doing business in said Islands, and in addition shall be deemed guilty of an offense, and shall be punished by a fine of not less than ten thousand dollars.

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Sec. 75. That no corporation shall be authorized to conduct the business of buying and selling real estate or be permitted to hold or own real estate except such as may be reasonably necessary to enable it to carry out the purposes for which it is created, and every corporation authorized to engage in agriculture shall by its charter be restricted to the ownership and control of not to exceed one thousand and twenty-four hectares of land; and it shall be unlawful for any member of a corporation engaged in agriculture or mining and for any corporation organized for any purpose except irrigation to be in any wise interested in any other corporation engaged in agriculture or in mining. Corporations, however, may loan funds upon real-estate security and purchase real estate when necessary for the collection of loans, but they shall dispose of real estate so obtained within five years after receiving the title. Corporations not organized in the Philippine Islands, and doing business therein, shall be bound by the provisions of this section so far as they are applicable.

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Coinage.

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Sec. 76. That the government of the Philippine Islands is hereby authorized to establish a mint at the city of Manila, in said islands, for coinage purposes, and the coins hereinafter authorized may be coined at said mint. And the said government is hereby authorized to enact laws necessary for such establishment: *Provided*, That the laws of the United States relating to mints and coinage, so far as applicable, are hereby extended to the coinage of said islands.

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Sec. 77. That the government of the Philippine Islands is authorized to coin, for use in said islands, a coin of the denomination of fifty centavos and of the weight of one hundred and ninety-two and nine-tenth grains, a coin of the denomination of twenty centavos and of the weight of seventy-seven and sixteen one-hundredths grains, and a coin of the denomination of ten centavos and of the weight of thirty-eight and fifty-eight one-hundredths grains, and the standard of said silver coins shall be such that of one thousand parts by weight nine hundred shall be of pure metal and one hundred of alloy, and the alloy shall be of copper.

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Sec. 78. That the subsidiary silver coins authorized by the preceding section shall be coined under the authority of the government of the Philippine Islands in such amounts as it may determine; with the approval of the Secretary of War of the United States, from silver bullion purchased by said government, with the approval of the Secretary of War of the United States: *Provided*, That said government may in addition and in its discretion recoin the Spanish Filipino dollars and subsidiary silver coins issued under the authority of the Spanish Government for use in said islands into the subsidiary coins provided for in the preceding section at such rate and under

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Sec. 20. The General Superintendent of Public Instruction is authorized and directed, under the supervision of the Military Governor, to procure the making of plans and estimates for the creation of such school buildings as he may deem necessary and practicable at the present time, including a building or buildings for the Normal School in Manila and a building or buildings for the Trade School directed to be established in sections 17 and 18 hereof. The estimated cost of such buildings and their proper equipment shall not exceed four hundred thousand dollars ($400,000.) Such plans and estimates shall be submitted to the Commission.

Sec. 21. The General Superintendent of Public Instruction is directed to prepare and submit to the Commission through the Military Governor a statement showing the text-books and other supplies which will be needed for the year 1901, the estimated cost of which shall not exceed the sum of two hundred and twenty thousand dollars ($220,000).

Sec. 22. The sum of twenty-five thousand dollars ($25,000), or so much thereof as may be necessary is hereby appropriated out of any funds in the Insular Treasury not otherwise appropriated for the organization and maintenance of the Normal School in Manila for the year 1901.

Sec. 23. The sum of fifteen thousand dollars ($15,000), or so much thereof as may be necessary, is hereby appropriated out of any funds in the Insular Treasury not otherwise appropriated, for the organization and maintenance of the Trade School in Manila for the year 1901.

Sec. 24. The sum of fifteen thousand dollars ($15,000), or so much thereof as may be necessary, is hereby appropriated, out of any funds in the Insular Treasury not otherwise appropriated, for the organization and maintenance of the School of Agriculture for the year 1901.

Sec. 25. Nothing in this act shall be construed in any way to forbid, impede or obstruct the establishment and maintenance of private schools.

Sec. 26. Whenever sums of money are mentioned in this act, they shall be understood to be money of the United States.

Sec. 27. This act shall take effect on its passage.

Enacted January 21, 1901.

Department of Public Instruction for the Philippine Islands.
Office of General Superintendent.

MANILA, P. I., April 2, 1902.

The qualifications required for appointment as teacher in these Islands are:

1. Applicants must be either Normal or College graduates.

2. They must have had several years' successful experience in school work and be now engaged in teaching.

3. Copies of testimonials must accompany each application, and an unmounted photograph should also be enclosed.

4. They must be physically sound and not disqualified to withstand a tropical climate, and willing to accept whatever location may be assigned them by the General Superintendent of Public Instruction. A certificate of good health from a reliable physician will be required of all appointees.

Owing to the great number of applications and the few probable vacancies, this Department desires to receive applications from only those who can fulfill the above conditions. Applications and testimonials must be as

complete as possible in order to receive favorable consideration. No application blanks are furnished, as personal letters are preferred.

All the teachers authorized for elementary schools have been appointed, as well as all the Division Superintendents. Teachers can now only be appointed as vacancies occur in the present teaching force, unless an increase should be hereafter authorized. The majority of teachers will be appointed for primary work. By far, the larger number of salaries will be $1,000 U. S. currency per year, payable in 12 monthly installments. All salaries are being paid in Local Currency of the Philippine Islands, at the ratio that is fixed from time to time by the U. S. Philippine Commission.

After appointment is made by the General Superintendent, transportation from San Francisco or New York will be furnished on a government transport through the Chief of the Division of Insular Affairs, Washington, D. C. The appointee "shall pay his traveling expenses from the place of his residence in the United States to the point of embarkation for Manila, but his traveling expenses from the said point of embarkation to Manila will be borne by the Insular Government if he shall come by the steamer and route directed by the Chief Executive of the Islands: *Provided*, That at the expiration of six months of satisfactory service in the Philippines, his traveling expenses from the place of his residence in the United States to the point of embarkation for Manila shall be refunded to him." (Act 273, U. S. Philippine Commission.) Passage upon government transport is furnished without cost to the appointee, but each person is required to pay $1.50 U. S. currency per day for food, and the voyage from San Francisco is about 30 days in length, and from New York about 60 days or more. Teachers are sent from one port or the other, depending upon the exigencies of the transport service.

A careful record of traveling expenses should be kept and duplicate receipts must be taken wherever possible, in order to secure repayment of traveling expenses at the end of six months' service.

Salaries will begin on the day the appointee leaves his home, on a direct journey to sail on the day designated by the transportation order.

Appointees will be required to sign contracts to remain in the Philippine Islands as teacher for at least two years, unless sooner released on account of disability or other good reason, of which the General Superintendent shall be sole judge. The matter of the location of teachers will be *entirely* in the hands of the General Superintendent.

In answer to many inquiries as to the climate, it may be said with assurance that the climate here is a good tropical one. However, it depends to a great extent upon the individual as to the matter of health. Appointees must be prepared to dispense with all the accustomed luxuries, and even endure hardships, while in the Islands. The expenses of living are very high in most places. A supply store has been organized under the charge of the Philippines Constabulary, with branch stores in the provinces. Teachers are thus enabled to procure supplies more quickly and cheaply than would otherwise be possible. This commissary is not open to teachers in the city of Manila. A civil hospital at Manila is open for the free treatment of all civil employés without charge, except for subsistence, and arrangements are made whereby medical treatment will be given by army surgeons, in the provinces, at a nominal figure.

No more women teachers will be appointed until the conditions as to food, lodgings and companions are more satisfactory than at present, except that where husband and wife are both qualified as teachers the chances for appointment are better.

Very respectfully,

FRED W. ATKINSON,
General Superintendent of Public Instruction.

All previous circulars are void.

INFORMATION

Regarding Transportation from the United States to Manila of Appointees to Positions in the Philippine Civil Service.

The transportation furnished for appointees to the Philippine Civil Service is only that on a Government Transport from San Francisco to Manila. This transportation is requested through the Bureau of Insular Affairs, War Department, and is furnished by the Quartermaster's Department.

Assignments to transports are made by the General Superintendent of Army Transport Service at San Francisco, and appointees are notified by him of the name and the exact date of sailing of the transport to which they are assigned in time to enable them to reach San Francisco to sail on the vessel to which they are assigned. It is important in each instance that the appointee arrange to sail on the vessel to which he is assigned, as failure to do this usually involves considerable delay owing to the crowded condition of the transports.

Appointees should not, however, under any circumstances, proceed to the port of embarkation until positively assigned by the General Superintendent of Army Transport Service to a specific sailing date. If they proceed to the port in advance of assignment neither this Department nor the insular government will be liable for any expense occasioned them by their action in this respect, pending assignment.

Under the existing practice of the Quartermaster's Department, transports are scheduled to sail from San Francisco for Manila on the 1st day of each month.

The transportation furnished does not include the cost of subsistence on board the transport, which is $1.50 per diem for each adult. It is important that each person receiving transportation should take at least $45.00 on board the transport with which to pay to the Commissary Department the cost of meals en route.

Under the provisions of a recent Act of the Philippine Commission, appointees will be entitled to reimbursement for traveling expenses en route after six months' good service, and in order that claim for such reimbursement may be made in proper form, it is suggested that receipts be retained for expenses incurred on this account.

It is the practice, however, in the case of persons appointed to the Philippine civil service by transfer from the classified civil service of the United States to reimburse them for necessary traveling expenses from the

city in which they were employed to Manila as soon as practicable after arrival.

A reasonable amount of baggage will be taken free of charge on board the transport. All expenses of travel to the port of embarkation, including excess baggage charges, must be paid by the appointee.

Appointees must satisfy the transport officials in San Francisco that they have been vaccinated within a reasonable time.

The transportation of members of the families of employees on Government transports is limited to those members of the immediate family of each employee who are dependent upon him. When request is made for the transportation of such immediate, dependent members by the employee, it will be furnished when practicable, and in the case of an appointee en route to Manila, no assurance can be given that the members of his immediate, dependent family for whom transportation is granted can be assigned to the transport upon which he will sail; although this is done when practicable. Such transportation, however, does not include the cost of subsistence on board the vessel, which is $1.50 per diem for adults, 75 cents for each child between the ages of 5 and 12 years, and no charge for children under 5 years of age.

Transportation is furnished with the understanding also that this Government is not to be liable for the free return transportation of the members of families of employees to the United States, unless, in the opinion of the proper officials, conditions in the Islands warrant the granting of the same at the time application therefor is made.

Requests for transportation should be addressed to the Bureau of Insular Affairs, War Department, and after notification that transportation has been requested, correspondence regarding assignment to accommodations on a vessel may be addressed to the General Superintendent of Army Transport Service, San Francisco, California.

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